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CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

ACTIONS TAKEN

WEDNESDAY, JULY 11, 1990 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

DOCUMENTS DEPT.

JUL 12 1990

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1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 25-90-19. [Prop J Contract] Resolution concurring with the Controller's certification that intake and shelter services to status offenders can be practically performed by private contractor for lower cost than similar work services performed by the City and County employees. (Juvenile Probation Department)
  - b) File 25-90-20. [Prop J Contract] Resolution concurring with the Controller's certification that security guard services can be practically performed for the Department of Public Health, San Francisco General Hospital by private contractor for lower cost than similar work services performed by the City and County employees. (Department of Public Health)
  - c) File 25-90-21. [Contracting Out City Services] Resolution concurring with the Controller's certification that assistance to certain victims of crime and education in community anti-street violence can be practically performed for the District Attorney's Victim Witness Assistance Program by a private contractor for a lower cost than similar work services performed by the City and County employees. (District Attorney)

- d) File 38-90-8. [Acceptance of a Gift] Resolution authorizing the San Francisco Police Department to accept the gift of a 1985 Winnebago Motor Home, valued at \$37,519.55, from Ronald McDonald Charitable Trust to be used as the PAL Mobile for various youth projects. (Police Department)
- e) File 64-90-27. [Lease of Real Property] Resolution authorizing the renewal and extension of two leases of real property for branch public libraries (653 Chenery Street, Glen Park and 387 Ashton Avenue, Ingleside). (Real Estate Department)
- f) File 64-90-28. [Lease of Real Property] Resolution authorizing a revocable license at 450 Seventh Street for the Police Department. (Real Estate Department)
- g) File 64-90-29. [Lease of Real Property] Resolution authorizing the extension of one existing sublease with (AVIS Rent-A-Car System at 3000 Third Street) and renewal of one licensed use of real property with (San Francisco Port Commission at Pler 33) for the Public Utilities Commission. (Real Estate Department)
- h) File 64-90-30. [Extension of Sublease] Resolution authorizing the extension of existing sublease with (Pacific Gas and Electric Company) of real property required by the Department of Public Works at 1170 Market Street. (Real Estate Department)
- i) File 68-90-9. [Emergency Services] Resolution authorizing Acting Director of Emergency Services and Director, Mayor's Public Safety Office to sign for and accept surplus Federal property on behalf of various departments of the City and County of San Francisco and rescinding Resolution No. 793-88. (Mayor)
- j) File 68-90-10. [Emergency Services] Resolution authorizing Acting Director of Emergency Services and Director, Mayor's Public Safety Office to execute certain documents relating to financial assistance under Federal Civil Defense Act of 1950, as amended and rescinding Resolution No. 794-88. (Mayor)
- k) File 101-87-36.38. [Release of Funds] Requesting release of reserved funds, Department of Public Works, in the amount of \$194,129, for the replacement of City Hall's Electrical Main Distribution Center, Project No. 251/00, Ordinance No. 51-88. (Department of Public Works)
- l) File 101-89-19.1. [Release of Funds] Requesting release of reserved funds, Human Rights Commission, in the amount of \$72,565, for data processing equipment (MBE/WBE data tracking system). (Human Rights Commission)
- m) File 101-89-27.1. [Release of Funds] Requesting release of reserved funds, Public Utilities Commission - Municipal Railway, in the amount of \$250,000, to fund a portion of the immediate design and preliminary engineering work for F-Embarcadero streetcar extension from the Ferry Building to Fisherman's Wharf. (Public Utilities Commission)

- n) File 146-90-41. [Grant - State Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services Agency, to apply for, accept and expend a grant of \$137,803 from the State of California, EMS Authority, to provide funds for evaluation of EMS Disaster Research for the City of San Francisco. (Mayor)
- o) File 146-90-42. [Grant - State Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services Agency, to apply for, accept and expend a grant of \$49,943 from the State of California, EMS Authority, to provide funds for evaluation of the impact on survival of CPR instructions by telephone. (Mayor)
- p) File 146-90-43. [Grant - State Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services Agency, to apply for a grant of \$24,306 from the State of California, EMS Authority, for evaluation of alternative methods of CPR training. (Mayor)
- q) File 147-90-1. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend Library Services and Construction Act Funds for Fiscal Year 1990/91 in an amount not to exceed \$25,000 to support cataloging 3,200 popular music titles in machine-readable form. (Public Library)
- r) File 152-90-2. [Grant - State Funds] Resolution authorizing the Sheriff's Department, Adult Probation Department and Juvenile Probation Department of the City and County of San Francisco to apply for, accept and expend \$367,500 in funds from the State of California Board of Corrections for the Standards and Training of Local Corrections and Probation Officers Program; stipulating adherence to standards of recruitment and training established by the Board of Corrections. (Sheriff)
- s) File 172-90-12. [Government Funding] Resolution authorizing the President of the Private Industry Council to sign, enter into, and execute a State contract for Federal funds. (Private Industry Council)
- t) File 172-90-13. [Agreement - Family Service Agency Respite] Resolution authorizing the execution of an agreement between the City and County of San Francisco and Family Service Agency of San Francisco to provide funds in the amount of \$89,950 for out of home respite services in support of child abuse and neglect prevention for Fiscal Year 1990-91. (Department of Social Services)
- u) File 172-90-14. [Agreement - Children's Home Society #2] Resolution authorizing the execution of an agreement between the City and County of San Francisco and Children's Home Society of California to provide funds in the amount of \$86,485 for in-home services in support of child abuse and neglect prevention for Fiscal Year 1990-91. (Department of Social Services)

- v) File 101-88-95.5. [Release of Funds] Requesting release of reserved funds, Juvenile Probation Department, in the amount of \$11,400 for the services of the Bureau of Architecture of the Department of Public Works for administering the contract with Jefferson Company to provide Master Plan/Bond Program Report. (Juvenile Probation Department)

ACTION: ITEMS 1a, 1b, 1k, 1l, 1m, 1n, 1s, 1t, 1u, and 1v severed. REMAINDER OF THE CONSENT CALENDAR RECOMMENDED.

ITEM 1a, File 25-90-19. HEARING HELD. RECOMMENDED.

ITEM 1b, File 25-90-20. HEARING HELD. RECOMMENDED.

ITEM 1k, File 101-87-36.38. HEARING HELD. RELEASE OF \$194,129 RECOMMENDED. FILED.

ITEM 1l, File 101-89-19.1. HEARING HELD. RELEASE OF \$72,565 RECOMMENDED. FILED.

ITEM 1m, File 101-89-27.1. HEARING HELD. RELEASE OF \$250,000 RECOMMENDED. FILED.

ITEM 1n, File 146-90-41. HEARING HELD. AMENDED TO REDUCE AMOUNT OF GRANT TO \$40,000. NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, EMERGENCY MEDICAL SERVICES AGENCY, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$40,000 FROM THE STATE OF CALIFORNIA, EMS AUTHORITY, TO PROVIDE FUNDS FOR EVALUATION OF EMS DISASTER RESEARCH FOR THE CITY OF SAN FRANCISCO." RECOMMENDED AS AMENDED.

ITEM 1s, File 172-90-12. HEARING HELD. AMENDED TO AUTHORIZE THE PRESIDENT OF THE PRIVATE INDUSTRY COUNCIL TO SIGN, ENTER INTO AND EXECUTE A STATE CONTRACT RETROACTIVE TO FEBRUARY 1, 1990. NEW TITLE: "[Government Funding] RESOLUTION AUTHORIZING THE PRESIDENT OF THE PRIVATE INDUSTRY COUNCIL TO SIGN, ENTER INTO, AND EXECUTE A STATE CONTRACT FOR FEDERAL FUNDS; RETROACTIVE TO FEBRUARY 1, 1990." RECOMMENDED AS AMENDED.

ITEM 1t, File 172-90-13. CONTINUED TO 7/18/90.

ITEM 1u, File 172-90-14. CONTINUED TO 7/18/90.

ITEM 1v, File 101-88-95.5. RELEASE OF \$11,400 RECOMMENDED. FILED.

#### REGULAR CALENDAR

2. File 221-90-2. [Use of Proposition 99 Funds] Resolution urging the Mayor to use discretionary Proposition 99 (Tobacco Tax) funding for new and much needed health services as outlined or similar to the services outlined by the Coalition for Proper Expenditure of Tobacco Tax Funds. (Supervisor Walker)

(Continued from 6/20/90.)

ACTION: TABLED.

3. File 101-90-2. [Annual Appropriation Ordinance] Annual Appropriation Ordinance for Fiscal Year 1990-91. (Mayor)

ACTION: CONTINUED TO SPECIAL MEETING ON MONDAY, JULY 23, 1990 AT 1:00 P.M.

4. File 102-90-2. [Annual Salary Ordinance] Annual Salary Ordinance for Fiscal Year 1990-91. (Civil Service Commission)

ACTION: CONTINUED TO SPECIAL MEETING ON MONDAY, JULY 23, 1990 AT 1:00 P.M.

5. File 96-90-2. [Sale of Property] Ordinance authorizing sale of surplus City-owned (Department of Public Works) real property (Vermont Street, Block 4093, Lot 97); and adopting findings pursuant to City Planning Code Section 101.1 (Real Estate Department)

ACTION: RECOMMENDED.

6. File 97-89-58. [Lease of Property] Ordinance amending Administrative Code, by amending Section 23.19, to increase the Director of Property's authority to execute leases for the City and County as lessee to leases not exceeding a one year term with rent not exceeding \$1000 per month; and amending Section 23.22, to increase the Director of Property's authority to execute leases for the City and County as lessor to leases not exceeding a one year term with rent not exceeding \$1000 per month. (Real Estate Department)

ACTION: RECOMMENDED.



7. File 60-90-14. [Special Election] Ordinance calling and providing for a Special Election to be held in the City and County of San Francisco on Tuesday, November 6, 1990, for the purpose of submitting to the voters of the City and County of San Francisco propositions to incur the following bonded debts of the City and County for acquisition, construction or completion by the City and County of San Francisco of the following municipal improvements, to wit: Seventy-one million eight hundred thousand dollars (\$71,800,000) for construction or reconstruction of a Youth Guidance Center; twenty-four million six hundred thousand dollars (\$24,600,000) for correctional facilities to be constructed or reconstructed partially from State grants and partially from matching funds from this bond issue; and that the estimated cost of City and County of said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of the City and County and will require expenditures greater than the amount allowed therefor by the annual tax levy; reciting the estimated costs of such municipal improvements; fixing the date of election and the manner of holding such election and the procedure for voting for or against the propositions; fixing the maximum rate of interest on said bonds and providing for the levy and collection of taxes to pay both principal and interest thereof; prescribing notice to be given of such election; consolidating the Special Election with the General Election; and providing that the election precincts, voting places and officers for election shall be the same as for such General Election. (City Attorney)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE: "[Special Election] ORDINANCE CALLING AND PROVIDING FOR A SPECIAL ELECTION TO BE HELD IN THE CITY AND COUNTY OF SAN FRANCISCO ON TUESDAY, NOVEMBER 6, 1990, FOR THE PURPOSE OF SUBMITTING TO THE VOTERS OF THE CITY AND COUNTY OF SAN FRANCISCO PROPOSITIONS TO INCUR THE FOLLOWING BONDED DEBTS OF THE CITY AND COUNTY FOR ACQUISITION, CONSTRUCTION OR COMPLETION BY THE CITY AND COUNTY OF SAN FRANCISCO OF THE FOLLOWING MUNICIPAL IMPROVEMENTS, TO WIT: SEVENTY-THREE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$73,800,000) FOR CONSTRUCTION OR RECONSTRUCTION OF A YOUTH GUIDANCE CENTER; PROVIDED, HOWEVER, THAT TWO MILLION DOLLARS (\$2,000,000) BE SET ASIDE FOR THE ACQUISITION AND RECONSTRUCTION OF COMMUNITY BASED FACILITIES; SIXTEEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$16,500,000) FOR CORRECTIONAL FACILITIES TO BE CONSTRUCTED OR RECONSTRUCTED PARTIALLY FROM STATE GRANTS AND PARTIALLY FROM MATCHING FUNDS FROM THIS BOND ISSUE; AND THAT THE ESTIMATED COST OF CITY AND COUNTY OF SAID MUNICIPAL IMPROVEMENTS IS AND WILL BE TOO GREAT TO BE PAID OUT OF THE ORDINARY ANNUAL INCOME AND REVENUE OF THE CITY AND COUNTY AND WILL REQUIRE EXPENDITURES GREATER THAN THE AMOUNT ALLOWED THEREFOR BY THE ANNUAL TAX LEVY; RECITING THE ESTIMATED COSTS OF SUCH MUNICIPAL IMPROVEMENTS; FIXING THE DATE OF ELECTION AND THE MANNER OF HOLDING SUCH ELECTION AND THE PROCEDURE FOR VOTING FOR OR AGAINST THE PROPOSITIONS; FIXING THE MAXIMUM RATE OF INTEREST ON SAID BONDS AND PROVIDING FOR THE LEVY AND COLLECTION OF TAXES TO PAY BOTH PRINCIPAL AND INTEREST THEREOF; PRESCRIBING NOTICE TO BE GIVEN OF SUCH ELECTION; CONSOLIDATING THE SPECIAL ELECTION WITH THE GENERAL ELECTION; AND PROVIDING THAT THE ELECTION PRECINCTS, VOTING PLACES AND OFFICERS FOR ELECTION SHALL BE THE SAME AS FOR SUCH GENERAL ELECTION." RECOMMENDED AS AMENDED.

8. File 97-90-29. [Professional Membership] Ordinance amending Administrative Code, by amending Sections 16.6-5 and 16.6-26 thereof, to authorize the Public Utilities Commission, and departments thereunder, to join various organizations. (Public Utilities Commission)

ACTION: CONTINUED TO 8/1/90.

9. File 97-90-31. [Rent Board Revolving Fund] Ordinance amending Administrative Code, by adding Section 10.169-8, to establish a revolving fund for the San Francisco Residential Rent Stabilization and Arbitration Board. (San Francisco Residential Rent Stabilization and Arbitration Board).

ACTION: RECOMMENDED.  
DIRECT LETTER TO CONTROLLER AUTHORIZING THE RELEASE OF \$500 RESERVED IN THE 1990-91 BUDGET TO FUND THE RESIDENTIAL RENT STABILIZATION AND ARBITRATION BOARD'S REVOLVING FUND.

10. File 97-90-33. [Official Memberships] Amending Administrative Code, by amending Section 16.6-9 thereof, to add fifteen organizations to the membership list of the Department of Public Works. (Department of Public Works)

ACTION: CONTINUED TO 8/1/90.

11. File 97-90-34. [Special Chinatown Open Space Fund] Ordinance amending the Administrative Code, by amending Section 10.203 thereof, to allow allocation of the fund for maintenance, to require annual reporting by the Controller's Office, to require the vote of a quorum of each commission instead of a quorum of both commissions, to provide for interest accruing to the fund, and correcting references to a City Planning Code Section and to a Sectional Map. (Department of City Planning).

ACTION: AMENDED TO DELETE PROVISION FOR INTEREST TO ACCRUE TO THE FUND; AND ADD PROVISION FOR INTEREST TO BE APPLIED TO THE GENERAL FUND. NEW TITLE: "[Special Chinatown Open Space Fund] ORDINANCE AMENDING THE ADMINISTRATIVE CODE, BY AMENDING SECTION 10.203 THEREOF, TO ALLOW ALLOCATION OF THE FUND FOR MAINTENANCE, TO REQUIRE ANNUAL REPORTING BY THE CONTROLLER'S OFFICE, TO REQUIRE THE VOTE OF A QUORUM OF EACH COMMISSION INSTEAD OF A QUORUM OF BOTH COMMISSIONS, TO PROVIDE FOR INTEREST TO BE APPLIED TO THE GENERAL FUND, AND CORRECTING REFERENCES TO A CITY PLANNING CODE SECTION AND TO A SECTIONAL MAP." RECOMMENDED AS AMENDED.

12. File 21-90-2. [Sewer Service Charges] Resolution approving amendment of the contract between the United States of America, acting by and through the Department of the Army, and the City and County of San Francisco, acting by and through the Chief Administrative Officer, regarding payment by the Presidio of San Francisco for sewer services. (Department of Public Works)

ACTION: RECOMMENDED.



13. File 170-90-11. [Mortgage Revenue Bonds] Resolution authorizing the issuance, sale and delivery of City and County of San Francisco single family mortgage revenue bonds, series 1990 (GNMA and FNMA Mortgage-backed Securities Program), authorizing the execution and delivery of an indenture, bond purchase contract, origination, servicing and administration agreement, city commitment agreement, agency commitment agreement, home mortgage assistance trust agreement, and official statement, adopting rules and regulations and authorizing the execution and delivery of and approving other related documents and approving other related actions in connection therewith. (Supervisor Walker)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE  
ADOPTED AND FURTHER AMENDED SEE FILE FOR  
DETAIL. RECOMMENDED AS AMENDED.

0.25

/90

CITY AND COUNTY



OF SAN FRANCISCO

Public Library, Documents Dept.  
ATTN: Gerry Roth**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 9, 1990

**TO:** Finance Committee

**FROM:** Budget Analyst *Economic Relations*

**SUBJECT:** July 11, 1990 Finance Committee Meeting.

DOCUMENTS DEPT.

JUL 12 1991

SAN FRANCISCO  
PUBLIC LIBRARYItem 1a - File 25-90-19**Department:** Juvenile Court

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Shelter, Intake and Central Receiving Facility Services. This contract is for intake and shelter services for Status Offenders such as runaway youths and youths uncontrollable by parents. The services include family counseling and provision of shelter.

**Description:** The Controller has determined that contracting for these central receiving facility services in fiscal year 1990-91 would result in estimated savings as follows:

	<u>Lowest</u> <u>Salary Step</u>	<u>Highest</u> <u>Salary Step</u>
--	-------------------------------------	--------------------------------------

City Operated Services Costs

Salaries and Fringe Benefits	\$800,104	\$961,100
Operating Expenses	<u>12,000</u>	<u>12,000</u>
Total	\$812,104	\$973,100

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>Contract Service Costs</u>		
Contract Cost	\$648,369	\$648,369
City Probation Officers to Assist		
Contractor	<u>82,372</u>	<u>99,095</u>
Total	\$730,741	\$747,464
<u>Estimated Savings</u>	\$81,363	\$225,636

**Comments:**

1. Central receiving facility services were first certified as required by Charter Section 8.300-1 in 1984 and have been continuously provided by an outside contractor since that time.
2. The one-year contract for 1989-90, which expires June 30, 1990, is with Youth Advocates, Inc. The Contracted Service Cost used for the purpose of this analysis is an informal bid from Youth Advocates, Inc.
3. Juvenile Court originally requested the above contract amount, \$648,369. However, Juvenile Court's 1990-91 Budget as recommended by the Finance Committee, only includes \$561,600 for Shelter, Intake and Central Receiving Facility Contractual Services (last year's contract cost adjusted for cost of living increase). Consequently, the revised cost estimates are as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Services Costs</u>		
Salaries and Fringe Benefits	\$800,104	\$961,100
Operating Expenses	<u>12,000</u>	<u>12,000</u>
Total	\$812,104	\$973,100
<u>Contract Service Costs</u>		
Contract Cost	\$561,600	\$561,600
City Probation Officers to Assist		
Contractor	<u>82,372</u>	<u>99,095</u>
Total	\$643,972	\$660,695
<u>Estimated Savings</u>	\$168,132	\$312,405

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 11, 1990

4. Mr. Bob Yuen of the Controller's Office has been informed of the change and reports that he has updated the Controller's documents accordingly.

5. The Controller's supplemental questionnaire, with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

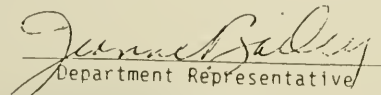
CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Juvenile Court

Contract Services Shelter and Intake for Status Offenders

For the term starting approximately July 1, 1990 through June 30, 1991

- 1) Who performed services prior to contracting out?  
Juvenile Hall Counselors  
3 - 8316 Assistant Counselor  
1 - 8318 Counselor II  
7 - 8320 Counselor, Juvenile Hall  
Central Receiving Facility Contract
- 2) Number of City employees laid off as a result of contracting out?  
Eleven Juvenile Hall Counselors  
3 - 8316 Assistant Counselors  
1 - 8318 Counselor II  
7 - 8320 Counselor, Juvenile Hall
- 3) Explain disposition of employees if they were not laid off.  
In order to clarify the statements on this Proposition J questionnaire, some background is necessary.  
In July 1988, the Juvenile Court lost a number of budgeted permanent counseling positions in Juvenile Hall. Eleven of these positions were those assigned to the shelter unit for status offenders. Since the contract for status offender services with the private contractor did not take effect until April 1, 1989, these positions were covered through April 1, 1989.
- 4) What percent of a City employee's time is spent on services to be contracted out?  
Juvenile Hall Counselors:  
100% 3 - 8316 Assistant Counselor  
100% 1 - 8318 Counselor II  
100% 7 - 8320 Counselor, Juvenile Hall  
100% 2 - 8320 Relief Counselor  
Central Receiving Facility Contract - 10%  
Juvenile Probation  
(OVER)
- 5) How long have the services been contracted out?  
The contract with Youth Advocates for Central Receiving Facility was entered into by Juvenile Probation on February 1, 1984. The current contract for Shelter and Intake for status offenders encompasses that 1984 Youth Advocates contract as well as Probation Department/Juvenile Hall services and it began April 1, 1989.
- 6) When was the first fiscal year for a Proposition J certification?  
The first fiscal year for the Central Receiving Facility contract was 1983/1984. The first fiscal year for this contract was July 1, 1988 - June 30, 1989.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?  
Extensive outreach was accomplished at the Request for Qualifications stage seeking MBE/WBE potential providers.  
Youth Advocates is a non profit agency so it does not fall in the preview of MBE/WBE goals.

  
Department Representative  
753-7560  
Telephone

5. (Cont'd)

During that interim period, permanent counseling staff who resigned were not replaced by new permanent staff; thus, the closing of the status offender unit on April 1, 1989, did not result in the layoff of any permanent staff. Permanent staff working in that unit were reassigned to shifts covered by non-civil service staff in the secure unit.





Item 1b - File 25-90-20

**Department:** Department of Public Health

**Item:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Security guard services at Ward 93 (Methadone Maintenance Program) San Francisco General Hospital.

**Description:** The Controller has determined that contracting for these security guard services in fiscal year 1990-91 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Services Costs</u>		
Salaries and Fringe Benefits	\$10,432	\$12,191
Operating Expenses	<u>219</u>	<u>219</u>
Total	\$10,651	\$12,410
<u>Contract Service Costs</u>	<u>5,518</u>	<u>5,518</u>
<u>Estimated Savings</u>	\$5,133	\$6,892

**Comments:**

1. Security guard services were first certified as required by Charter Section 8.300-1 in 1983 and have been provided by an outside contractor since 1977.
2. The current two-year contract, which expires June 30, 1990, is with Cal State Patrol. The Contracted Service Cost used for the purpose of this analysis represents the cost to extend the contract with Cal State Patrol.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment Psychiatry - Substance Abuse Services at SFGHContract Services Security Guard ServiceFor the term starting approximately 7/1/90 through 6/30/91

- 1) Who performed services prior to contracting out?

These services have always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

No city employees have ever been hired for this service.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

Seven years

- 6) What was the first fiscal year for a Proposition J Certification?

FY '83-'84

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The vendor is a minority owned business.

Mark M. Young  
Mark M. Young, Director of Operations  
Substance Abuse Services at SFGH

Telephone 821-8616 or 8764

Item 1c - File 25-90-21

**Department:** District Attorney

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Services provided by the Victim Witness Assistance Program include advocacy for victims of violent crimes, counseling, and assistance in obtaining victims disability benefits.

**Description:** The Controller has determined that contracting for these Victim Witness Assistance services in fiscal year 1990-91 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Services Costs</u>		
Salaries and Fringe Benefits	\$206,406	\$248,776
Operating Expenses	<u>20,200</u>	<u>20,200</u>
Total	\$226,606	\$268,976
<u>Contract Service Costs</u>	<u>129,299</u>	<u>129,299</u>
<u>Estimated Savings</u>	\$97,307	\$139,677

**Comments:**

1. Victim Witness Assistance services were first certified as required by Charter Section 8.300-1 in 1983 and have been provided by an outside contractor since 1981.
2. The one-year contract, which expires June 30, 1990, is with Community United Against Violence (CUAV). The Contracted Service Cost used for the purpose of this analysis is an informal bid from the CUAV.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment District Attorney For Time Period 7/1/90 - 6/30/91Contract Services Community United Against Violence1) **Who performed services prior to contracting out?**

The services were not provided prior to contracting out with Community United Against Violence (CUAV).

2) **Number of City employees laid off as result of contracting out?**

NONE.

3) **Explain disposition of employees if they were not laid off.**

The services were not provided by the City of San Francisco prior to the initial contract with CUAV and therefore there have never been any City employees involved in the services.

4) **What percent of a City employee's time is spent on services to be contracted out?**

NONE.

5) **How long have the services been contracted out?**

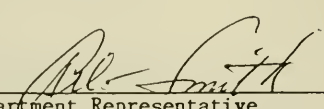
The services have been contracted out since July 1, 1981, a period of nine years.

6) **What was the first fiscal year for a Proposition J Certification?**

Fiscal year 1984.

7) **How will contract services meet the goals of your MBE/WBE Action Plan?**

Community United Against Violence established goals of hiring minority and women employees. 80% of its current staff is women and 60% minority.

  
\_\_\_\_\_  
Department Representative  
ARLO SMITH, District Attorney

Telephone: 553-1741

Item 1d - File 38-90-8

1. The proposed resolution would authorize the San Francisco Police Department to accept the gift of a 1985 Winnebago Motor Home from Ronald McDonald Charitable Trust to be used as the Police Athletic League (PAL) motor home for various youth projects. The motor home is valued at \$37,520.

2. The Police Department has indicated that the motor home would be used as a PAL vehicle for neighborhood activities and distribution of anti-drug information.

3. Lt. John Robinson of the Police Department states that it is anticipated that the only significant maintenance costs would be for gas and oil, and that the costs would be kept to a minimum because the motor home would have very limited mileage. The costs would be absorbed within the Police Department's existing fleet maintenance budget.

Recommendation

Approve the proposed resolution.



Item 1e - File 64-90-27

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the renewal of a lease (Lease #1) and the extension of an existing lease (Lease #2). Under a lease renewal all options to renew have expired and a new lease agreement must be negotiated, whereas a lease extension has option periods remaining.

**(1) Location:** 387 Ashton Avenue (ground floor)

**Purpose of Lease:** Ingleside Branch Library

**Lessor:** Jane Agnes Soldavini

**No. of Sq. Ft. and  
Cost per month:** 1,975 sq ft @ \$0.27/sq. ft./month = \$525 rent/month

**Annual Cost:** \$6,300

**% Increase over  
1989-90:** 0%

**Utilities and Janitorial  
Services Provided by  
Lessor:** No

**Term of Lease:** Month-to-month

**Right of Renewal:** Renewable for an indefinite period, per agreement between the lessee and lessor.

**Source of Funds:** General Fund

\*\*\*\*\*

**(2) Location:** 635 Chenery Street

**Purpose of Lease:** Glen Park Branch Library

**Lessor:** Wilhelm and Valaborg Tietz

**No. of Sq. Ft. and  
Cost/Month:** 1,500 sq. ft. @ \$0.78/sq. ft./mo.= \$1,170 rent/month

**Annual Cost:** \$14,040

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**Utilities and Janitor**  
**Provided by Lessor:** No

**% Increase over**  
**1989-90:** 22.0%

**Term of Lease:** July 1, 1990 to June 30, 1991

**Right of Renewal:** Three option periods remain.

**Source of Funds:** General Fund

**Comments:**

1. The City has leased the rental space for the Ingleside Branch Library since 1946. According to Ms. Claudine Venegas of the Real Estate Department, the current Ingleside Branch Library rent of \$525 per month is below fair market value. The now-deceased owner, Jane Agnes Soldavini, was willing to rent the Ingleside Branch Library to the City at below fair market value because she enjoyed the security of a long-term lease with the City and supported the mission of the Public Library. The lease is being extended on a month-to-month basis because the owner is currently seeking bids to upgrade the premises to provide a handicap-equipped restroom prior to renegotiating a lease renewal. Ms. Venegas reports that once the improvement has been made, the rent is expected to increase to reflect the improvement.
2. The City has leased the space for the Glen Park Branch Library since 1978. According to Ms. Venegas, the previous rental rate of \$958 per month was below fair market value. After conducting a rental survey of the area, she has concluded that the proposed rental rate of \$1,170 per month reflects fair market value.
3. The funds for the proposed two leases are included in the Public Library's 1990-91 budget.

**Recommendation:** Approve the proposed resolution.

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Item 1f - File 64-90-28

**Department:** Police Department

**Item:** Resolution authorizing the renewal of an existing revocable license for rental of real property.

**Location:** 450 Seventh Street

**Purpose of License:** Rental of 92 parking spaces for Police Department vehicles.

**Licensors:** U. S. General Services Administration (GSA)

**No. of Sq. Ft. and Cost/Month:** \$3,956 rent/month (square footage information not available)

**Annual Cost:** \$47,472

**% Change Over 1989-90:** 4.4% Decrease

**Term of Lease:** July 1, 1990 to June 30, 1991

**Source of Funds:** General Fund

**Right of Renewal:** By mutual agreement between the City and GSA, this license is subject to renewal on an annual basis.

**Comments:**

1. The Department has occupied these premises since 1986. According to Mr. Gerald Romani of the Real Estate Department, the monthly rental of \$3,956 reflects the fair market value for the parking lot. He also reports that the GSA has reappraised its parcel and the decrease in the rent of 4.4 percent reflects GSA's reappraisal.
2. Mr. Romani reports that square footage information is not available because of the varying configurations of the parking spaces.

**Recommendation:** Approve the proposed resolution.



Item 1g - File 64-90-29

**Department:** Public Utilities Commission (PUC)  
Real Estate Department

**Item:** Resolution authorizing the extension of one existing sublease  
and one license for use by the Public Utilities Commission.

(1) **Department:** Municipal Railway

**Location:** 3000 Third Street

**Purpose of Sublease:** Maintenance and Storage of Buses

**Sublessor:** AVIS Rent-A-Car

**Number of Sq. Ft.  
and Cost/Month:** 76,087 sq. ft. @ \$.1503/sq. ft./month  
= \$11,435 rent/month

**Annual Cost:** \$137,220.00

**% Increase Over  
1989-90:** 5.1%

**Term of Lease:** July 1, 1990 through June 30, 1991

**Right of Renewal:** Yes

**Utilities and Janitor  
Provided by Lessor:** No

**Source of Funds:** Municipal Railway Operating Fund

**Comment:** This space has been leased for six  
years. This is a sublease. AVIS  
leases this property from a private  
party.

\* \* \* \* \*

(2) **Department:** Water Department

**Location:** Pier 33

**Purpose of License:** Space to house Water Department  
Inspectors and trucks used for  
inspections

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<b>Licensors:</b>	San Francisco Port Commission
<b>No. of Sq. Ft. and Cost/Month:</b>	3,191 sq. ft. @ \$0.25 sq. ft./mo. = \$798 rent/month
<b>Annual Cost:</b>	\$9,576.00
<b>% Increase over 1989-90:</b>	13.7%
<b>Term of License:</b>	Month-to-Month
<b>Utilities and Janitor Provided by Licensors:</b>	No
<b>Source of Funds:</b>	Water Department Operating Fund
<b>Comment:</b>	This space has been rented for four year on a month-to-month basis

**Comments:**

1. The Real Estate Department reports that the proposed rentals, including the 13.7 percent increase at Pier 33, reflect fair market values.
2. Approval of the proposed lease extensions is requested at this time to permit timely rent payments once the 1990-91 budget is approved.
3. According to Mr. John Katz of MUNI, the site at 3000 Third Street for the maintenance and storage of buses is fenced and is locked during off-hours for the protection of the facility.

**Recommendation:** Approve the proposed resolution.

Item 1h - File 64-90-30

**Department:** Department of Public Works (DPW)  
Real Estate

**Item:** Resolution authorizing extension of existing sublease of real property.

**Location:** 1170 Market Street, entire 7th floor

**Purpose of Sublease:** Office space for the Personnel Administration Division and the Computer Services Division of the Department of Public Works.

**Sublessor:** The Pacific Gas and Electric Company (PG&E) currently leases the property at 1170 Market Street. Therefore, the City would be a sublessee of PG&E.

**No. of Sq. Ft. and Cost/Month:** Approximately 4,966 sq. ft. @ \$1.10/sq.ft./month = \$5,483/mo. rent

**Annual Cost:** \$65,796

**% Change from 1989-90:** None

**Utilities and Janitor Provided by Sublessor:** Yes

**Source of Funds:** \$33,600 would be paid by a transfer of funds from the San Francisco County Transportation Authority to DPW. The remaining balance of \$32,196 would come from DPW's Departmental Overhead and Administrative Funds included in DPW's 1990-91 budget.

**Term of Lease:** July 1, 1990 to June 30, 1991

**Right of Renewal:** The City would have the right to three (3) one-year options to extend the term of the sublease, plus a final option for the period July 1, 1994 through February 27, 1995.

**Comments:**

1. The proposed lease, approved in the Spring of 1990, was finalized July 1, 1990. DPW plans to move into the 1170 Market Street location on August 2nd and 3rd. The move is intended to provide space for the Board of Supervisors' Legislative Policy Analysts and the Board's Transportation Authority's staff, and to relieve DPW's overcrowded conditions and consolidate their operations.
2. The Clerk of the Board proposes to transfer \$33,600 annually from the Board's Transportation Authority to DPW to pay for use of the Transportation Authority staff space. The Transportation Authority, created by the voters in November 1989, is funded by a one-half cent sales tax, which was initiated on April 1, 1990. Approximately \$45 million is anticipated to be collected annually, and this funding source is separate from the City's regular budget.
3. Mr. Phil Aissen of the Real Estate Department advises that the proposed rental amount of \$1.10 per square foot per month for the 1170 Market Street office space is considered to be fair market rate.
4. Although the Finance Committee has recommended deleting the Legislative Policy Analysts in the FY 1990-91 budget, DPW advises that it might still need the space from the proposed lease to make room for the Board's Transportation Authority's staff.

**Recommendation:** Approve the proposed resolution.



Items 1i and 1j - Files 68-90-9 and 68-90-10

**Department:** Office of Emergency Services

**Proposed Actions:** 1. The proposed resolution (File 68-90-9) would authorize the Acting Director of Emergency Services and the Director of the Mayor's Public Safety Office to sign for and accept surplus Federal property on behalf of various departments of the City and County of San Francisco and would rescind Resolution 793-88.

2. The proposed resolution (File 68-90-10) would authorize the Acting Director of Emergency Services and the Director of the Mayor's Public Safety Office to execute certain documents relating to financial assistance under the Federal Civil Defense Act of 1950, as amended, and would rescind Resolution 794-88.

**Description:** 1. The two resolutions to be rescinded (793-88 and 794-88), which the Board of Supervisors approved on September 26, 1988, allow the previous Director of Emergency Services, Mr. Thomas H. Jenkins, and an alternate, Mr. Carl B. Koon, to execute documents relating to financial assistance under the Federal Civil Defense Act of 1950, and to sign for and accept surplus federal property. These persons recently left City service. The proposed resolution would rescind those resolutions and would authorize the current Acting Director of the Office of Emergency Services, Ms. Gayle Orr-Smith, and an alternate, Director of the Mayor's Public Safety Office, Mr. James E. Buick, to assume these duties.

2. The surplus property program is a combined State and Federal program. The State Office of Emergency Services administers the program at the State level. The Office of Emergency Services has been designated by the City as the primary representative (Class I) at the local agency level. This designation permits the City Office of Emergency Services to oversee and sign off on all purchases of Federal and State surplus property made by any other City department.

3. The proposed resolution (File 68-90-10) would authorize the Acting Director of Emergency Services and the Director of the Mayor's Public Safety Office to execute any documents relating to financial assistance under the Federal Civil Defense Act of 1950, as amended. Such documents would include grants and direct emergency assistance.

4. Under the Federal Civil Defense Act of 1950, Federal funds are made available at the State and local agency level for emergency planning for civil defense and natural disasters. Funds are initially allocated from the Federal government to the State Office of Emergency Services. The State Office, in turn, allocates funds to cities or counties at the local agency level. The Office of Emergency Services has been designated by the City to receive and monitor these funds.

**Comment:**

The level of emergency planning funding to the City is based on the number of City staff in the Office of Emergency Services involved in emergency planning activities. According to Mr. Neal O'Haire, State Emergency Services Coordinator for San Francisco County, Region II, there are four positions in the City's Office of Emergency Services, two managerial and two clerical, which are eligible for reimbursement (approximately 50 percent) by the Federal Emergency Management Administration (FEMA). The two clerical positions have been vacant and were to be filled by July, 1990. However, the City applied for and received an extension to September, 1990 from FEMA. If the two clerical positions are not filled by September, 1990, Mr. O'Haire stated that FEMA would most likely suspend the two positions from future reimbursement. Because the two managerial positions have been filled until recently by Mr. Jenkins and Mr. Koon, no similar deadline exists for these two managerial positions.

**Recommendation:** Approve the proposed resolution.

Item 1k - File 101-87-36.38

**Department:** Department of Public Works (DPW)

**Item:** Release of reserved funds.

**Amount:** \$194,129. However, the actual amount on reserve is \$192,693 (see Description below).

**Source of Funds:** Previously appropriated City Facility Improvement Fund monies that were reserved in 1988-89 and have been carried forward to 1990-91.

**Description:** On February 9, 1988, in order to eliminate a projected General Fund budgetary shortfall for the fiscal year 1987-88, the Board of Supervisors approved an ordinance (File 101-87-36), which placed \$2,074,346 in deferrable Capital Improvement Project appropriations on reserve.

As part of this reserve, the Finance Committee included \$194,129 for a Department of Public Works project which would replace the aging Electrical Main Distribution Center in City Hall. Mr. Ralph McGill of the Controller's Office stated that \$192,693 is currently in the reserve account for the Main Electrical Distribution Center replacement which is \$1,436 less than the requested amount of \$194,129. According to Mr. Hin Lok Kung of DPW's Bureau of Engineering, the difference reflects \$1,436 in funds previously expended for a preliminary conceptual design study by the Bureau of Engineering. Mr. Kung explained that the design study was halted once Mr. James Dollard of the Bureau of Engineering noted that the project's funds had been placed on reserve.

Mr. Kung has stated that the proposed budget for the replacement of the Electrical Main Distribution Center is approximately as follows:

Equipment (including switchboard)	\$90,000
Installation Labor	80,000
Design Inspection	<u>23,000</u>
	\$193,000

**Comments:** According to Mr. Kung, the power supply to City Hall has increased recently, but has not kept pace with increased demand, particularly from areas such as the Controller's Information Services Division. Mr. Kung stated that while the project has been deferred without

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incident for two years, the main electrical distribution center, or switchboard, is obsolete and may fail at any time. A failure of the main switchboard would disrupt power supplies to large areas of City Hall.

**Recommendation:** Release the reserved funds in the amount of \$192,693.

Item 11 - File 101-89-19.1

**Department:** Human Rights Commission (HRC)

**Item:** Release of reserve

**Amount:** \$72,565

**Description:** The Board of Supervisors previously approved a Supplemental Appropriation Ordinance (File 101-89-19), totalling \$280,000, to fund a proposed data base system for the HRC, but reserved \$72,565 for the purchase of data processing equipment, pending the Electronic Information Processing Steering Committee's (EIPSC) approval. The proposed data system would enable the HRC to collect data from City departments concerning their contracts and procurement practices relative to the MBE/WBE program. As a result, HRC would be better equipped to monitor departmental compliance with the MBE/WBE Ordinance and would have the informational base needed for reports to the Mayor and to the Board of Supervisors.

EIPSC has reviewed HRC's request for data processing equipment and has approved the following computer hardware and software, totalling \$72,565 as follows:

<u>Hardware</u>		
5 - Personal Computers	\$42,276	
1 - Laser Printer	4,695	
1 - Graph Plotter	2,195	
1 - Tape Backup System	2,500	
Connectors and Miscellaneous	<u>3,899</u>	
Subtotal		\$55,565
<u>Software</u>		<u>17,000</u>
Total		\$72,565

**Recommendation:** Approve the release of reserve funds in the amount of \$72,565.



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Item 1m - File 101-89-27.1

**Department:** Municipal Railway (MUNI)  
**Item:** Release of Reserve  
**Amount:** \$250,000  
**Source of Funds:** Transit Impact Development Fees (TIDF)

**Description:** On October 2, 1989, the Board of Supervisors reserved \$250,000 in Transit Impact Development Fees (TIDF) under Ordinance No. 345-89 for the MUNI's F-Embarcadero Streetcar line extension. It was the intention to match this reserve of funds with a Federal grant that would fund design and preliminary engineering work on the F-Embarcadero streetcar extension from the Ferry Building to Fisherman's Wharf. These funds were reserved pending approval for the City's application for Federal funds.

Since that time, the Board of Supervisors has approved on February 28, 1990, Resolution No. 140-90 which authorized the application for the intended Federal grant from the Urban Mass Transportation Administration (UMTA). The Federal grant has not yet been awarded. Because of this delay and to avoid delaying the project's scheduled completion, the Public Utilities Commission (PUC) has requested that the \$250,000 reserve be released at this time, not for matching the delayed UMTA grant, but for funding a portion of the immediate design and preliminary engineering work which is the next step to implement the F-Embarcadero streetcar extension project.

The F-Embarcadero streetcar extension project involves the construction of track and power distribution facilities for an at-grade, double track streetcar line running along and in the median of the Embarcadero Roadway. The streetcar line would provide service from Market Street to the Fisherman's Wharf area (see attachment).

The project would include a rail connection in the vicinity of the Ferry Building with the F-Market Streetcar Line, enabling through-service between the Market Street and Northeastern Waterfront corridors. Such a streetcar network linking Downtown and the Wharf would be an alternative to the City's Cable Car system which is characteristically overloaded with both residents and visitors during many months of the year.

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A description of the costs to be released from the subject reserve is as follows:

<u>Description</u>	<u>Cost</u>
Engineering and Site Research DPW Bureau of Engineering	\$38,396
Urban Design	
Bechtel Engineering	\$93,073
Ed Rose Associates (MBE), Don Todd Associates (MBE) and Aileen Hernandez (MBE/WBE)	<u>62,048</u>
	155,121
Traffic Studies	
DKS Associates	18,785
Hazardous Waste	
Geo Resources Associates (MBE)	15,374
Bechtel Engineering, Archeotech Assoc., and Dames & Moore	<u>13,097</u>
	28,471
Aerial Photos	
Towill Inc.	3,470
Master Plan Referral	
Department of City Planning Staff	<u>5,757</u>
Total Cost	\$250,000

**Comment:**

1. According to Ms. Gail Bloom of PUC Finance Bureau, the proposed release of funds would significantly reduce the costs associated with delaying the development of the F-Embarcadero streetcar extension project. This project is part of the City's Interstate I-280 Transfer Concept Program Agreement receiving a total of \$2.7 million in UMTA funds.

2. Ms. Bloom also advises that \$250,000 in UMTA funds will be substituted for the subject release of funds at a later time as the result of on-going negotiations with UMTA staff.

**Recommendation:** Approve the proposed release of reserved funds.

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Item 1n - File 146-90-41

**Department:** Department of Public Health (DPH), Emergency Medical Services Agency

**Item:** Resolution to apply for, accept and expend a State grant.

**Amount of Grant:** \$137,803. However, the State has recently informed the DPH that the amount of the grant award will be \$40,000.

**Source of Grant:** State Emergency Medical Services Authority

**Grant Period:** June 25, 1990 through September 30, 1990

**Project:** Analysis of Bay Area Emergency Medical Response during the (October 17,) 1989 Loma Prieta Earthquake

**Description:** On February 26, 1990, the Board of Supervisors approved a grant of \$191,237 from the State Emergency Medical Services Authority to fund a six month study of the disaster procedures used in relation to the October 17, 1989 earthquake. The proposed \$40,000 grant would provide additional funding to complete the data input and analysis for this study.

**No. of Persons to be Served:** Not applicable.

<b>Grant Budget:</b>	<u>Civil Service Personnel</u>	<u>Hours</u>	<u>Amount</u>	
	Physician Director	200	\$6,777	
	Registered Nurse	430	10,750	
	Paramedic	437	9,010	
	Clerk	<u>350</u>	<u>4,140</u>	
	Subtotal	1,417		\$30,677
	<u>DPH Operating Expenses</u>			3,188
	<u>DPH Indirect Costs</u>			<u>6,135</u>
	Total Proposed Grant Budget			\$40,000

**Indirect Costs:** \$6,135, or 20 percent of DPH personnel costs

**Required Match:** None

**Comments:** 1. The DPH reports that only \$171,237 of the original \$191,237 grant was expended, because the DPH had originally planned to enter into a \$20,000 contract with Kaiser Permanente Hospitals (Kaiser) for clerical and data entry services, but Kaiser subsequently decided not to enter into the contract. Since the \$20,000 was not expended during the

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grant period ending June 31, 1990, the unexpended funds were returned to the State. The DPH reports that the proposed grant of \$40,000 includes funding to complete the services that were originally to be performed by Kaiser, plus additional funding to complete the analysis of the data collected. The total project budget is \$211,237 (\$171,237 expended from the original grant plus \$40,000 in this proposed grant).

2. Attached is the "Health Commission-Summary of Grant Request" prepared by DPH for this State grant.

**Recommendation:** Amend the proposed resolution to reduce the amount from \$137,803 to \$40,000 to reflect the actual grant amount, and approve as amended.

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Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State EMS Authority  
 Contact Person Michelle Rains  
 Address 1030 15th Street, Suite 302  
Sacramento, CA 95814

Division Central Administration  
 Section EMS Agency  
 Contact Person Abbie Wiley  
 Telephone 554-2920

Amount Requested \$ 40,000  
 Term: From 6/25/90 To 9/30/90

Application Deadline \_\_\_\_\_  
 Notification Expected \_\_\_\_\_

Health Commission 6/5/90 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 40,000 from the period of 6/25/90 to 9/30/90  
 to provide disaster research services.

II. Summary: (Concise history; need addressed; number + groups served; services and providers)  
 Grant funding is available only to EMS agencies. Study will complete data input and analysis for previously funded research, "Analysis of Bay Area Emergency Medical Response during the 1989 Loma Prieta Earthquake".

III. Outcomes/Objectives:  
 To complete data input and analysis of the "Earthquake Project", including completion of communications module and collection data at Kaiser Hospitals.

IV. Effects of Reduction or Termination of These Funds:  
 This is a one-time only study. Funds will not be needed beyond study timeframe.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount			\$40,000			
Personnel			\$30,677			
Equipment						
Contract Svc.						
Mat. & Supp.			\$3,188			
Facilities/Space						
Other						
Indirect Costs (20% Personnel)			\$6,135			

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC					
P/T CSC			4.0		
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
General Fund

Will grant funded employees be retained after this grant terminates? If so, How?  
 Employees will continue as part-time City employees; be hired as full-time employees;  
 or, if on a temporary requisition, will not continue to work for the City.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)



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Item 10 - File 146-90-42

**Department:** Department of Public Health (DPH), Emergency Medical Services Agency

**Item:** Resolution to apply for, accept and expend a State grant.

**Amount of Grant:** \$49,943

**Source of Grant:** State Emergency Medical Services Authority

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Evaluation of the Impact on Survival of Cardiopulmonary Resuscitation (CPR) Instruction by Telephone

**Description:** The proposed grant would fund contractual services to study the impact of CPR instruction by telephone on the survival of victims of heart attacks which occur outside of the hospital. The proposed study would establish the willingness of witnesses of cardiac arrest to perform dispatcher-initiated telephone CPR instructions and the cost-efficiency of dispatcher-initiated CPR.

The contractual services would be awarded to the Center for Prehospital Research and Training at the University of California, San Francisco (UCSF) on a sole source basis, due to the unique nature of the project.

**No. of Persons to be Served:** Not applicable.

<b>Grant Budget:</b>	Contractual Services - UCSF	
	Personnel (1.1 FTE)	\$40,775
	Operating Expenses	550
	UCSF Administrative Fee	<u>4,540</u>
	Subtotal UCSF Contract	\$45,865
	DPH Indirect Costs	<u>4,078</u>
	Total Proposed Grant Budget	\$49,943

**Indirect Costs:** \$4,078, or approximately 10 percent of direct costs of \$41,325 (\$40,775 Personnel plus \$550 Operating Expenses).

**Required Match:** None

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**Comments:** Attached is the "Health Commission-Summary of Grant Request" prepared by DPH for this State grant.

**Recommendation:** Approve the proposed resolution.

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Rev. 4/10/90

Grantor State of California EMS Authority  
Contact Person Michele Rains  
Address 1030 15th Street, Suite 302  
Sacramento, CA 95814

Division Central Administration  
Section EMS Agency  
Contact Person Abbie Wiley  
Telephone 554-2920

Amount Requested \$ 49,943  
Term: From July 1, 1990 To June 30, 1991  
Health Commission 6-5-90 Board of

Application Deadline \_\_\_\_\_  
Notification Expected \_\_\_\_\_

Health Commission 6-5-90 Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

I. Item Description: Request to Apply for (accept and expend) a new (continuation) (allocation) (augmentation to a) grant in the amount of \$49,943 from the period of 07/01/90 to 06/30/91 to provide EMS community research. services.

II. Summary: (Context/situation; need addressed; number + groups served; services and providers)

A one year study will be performed to evaluate the impact of cardiopulmonary resuscitation instruction by telephone on survival from out of hospital cardiac arrest. Study will be conducted by Center for Prehospital Research and Training (CPRT) at the University of California, San Francisco.

### III. Outcomes/Objectives:

- 1.- To evaluate effectiveness of paramedic - dispatcher initiated CPR
- 2.- To establish willingness of witnesses of cardiac arrest to perform dispatcher initiated telephone CPR
- 3.- To establish the cost efficiency of dispatcher-initiated CPR

IV. Effects of Reduction or Termination of These Funds:

If funds awarded, support is for one-time only research project.

#### V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Reg. Match</u>	<u>Approved by</u>
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			\$49,943			
Personnel						
Equipment						
Contract Svc.			\$45,865			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			4,078			

## VL Data Processing

(cost included above)

## VII. Personnel

F/T CSC	_____	_____	_____	_____	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	1.1 FTE	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

\_\_\_\_\_ NY/A

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (If sole source, attach Request for Estimated Form.)



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Item 1p - File 146-90-43

**Department:** Department of Public Health (DPH), Emergency Medical Services Agency

**Item:** Resolution to apply for, accept and expend a State grant.

**Amount of Grant:** \$24,306

**Source of Grant:** State Emergency Medical Services Authority

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Evaluation of Alternative Methods of Cardiopulmonary Resuscitation (CPR) Training

**Description:** The proposed grant would fund contractual services to evaluate alternative methods of CPR training to investigate the impact of abbreviated CPR courses on skills retention and to examine the cost-efficiency of providing abbreviated CPR courses.

The contractual services would be awarded to the Center for Prehospital Research and Training at the University of California, San Francisco (UCSF) on a sole source basis, due to the unique nature of the project.

**No. of Persons to be Served:** Not applicable.

**Grant Budget:**

Contractual Services - UCSF	
Personnel (0.55 FTE)	\$20,087
UCSF Administrative Fee	<u>2,210</u>
Subtotal UCSF Contract	\$22,297
DPH Indirect Costs	<u>2,009</u>
Total Proposed Grant Budget	\$24,306

**Indirect Costs:** \$2,009, or 10 percent of direct costs of \$20,087.

**Required Match:** None

**Comment:** Attached is the "Health Commission-Summary of Grant Request" prepared by DPH for this State grant.

**Recommendation:** Approve the proposed resolution.

BOARD OF SUPERVISORS  
BUDGET ANALYST

Rev. 4/10/90

## Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Grantor State of California EMS Authority Division Central Administration  
 Contact Person Michele Rains Section EMS Agency  
 Address 1030 15th Street, Suite 302 Contact Person Abbie Wiley  
Sacramento, CA 95814 Telephone 554-2920  
 Amount Requested \$ 24,306 Application Deadline \_\_\_\_\_  
 Term: From 07/01/90 To 06/30/91 Notification Expected \_\_\_\_\_  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 \_\_\_\_\_ Full Board \_\_\_\_\_

I. Item Description: Request to <sup>Apply For</sup> (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 24,306 from the period of 07/01/90 to 06/30/91 to provide EMS community research. services.  
 (Circle appropriate words)

## II. Summary: (Contact/binary; need addressed; number &amp; groups served; services and providers)

A one year study will be performed to evaluate alternative methods of cardiopulmonary resuscitation (CPR) training. Study will be conducted by Center for Prehospital Research and Training (CPRT) at the University of California, San Francisco.

## III. Outcomes/Objectives:

- 1.- To investigate the impact of abbreviated CPR courses on skills retention.
- 2.- To examine the cost efficiency of provision of abbreviated CPR courses to San Francisco citizens.

## IV. Effects of Reduction or Termination of These Funds:

No effect

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$ 24,306			
Personnel						
Equipment						
* Contract Svc.			\$22,297			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			2,009			

## VI. Data Processing

(costs included above)

## VII. Personnel

F/T CSC				
P/T CSC				
Contractual			.55 FTE	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

N/A

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (if sole source, attach Request for Exemption Form)

Item 1q - File 147-90-1

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept, and expend a continuation Federal grant

**Grant Amount:** Not to exceed \$25,000

**Source of Funds:** Federal Library Services and Construction Act Funds, through the California State Library

**Grant Period:** October 1, 1990 through September 30, 1991

**Project:** Cataloging popular sheet music

**Description:** The San Francisco Public Library has a large collection of late 19th century and early 20th century popular sheet music. The Library is currently cataloging 2,000 of the titles into machine-readable form with a previously approved Federal Library Services and Construction Act grant. The proposed grant would allow the library to catalog an additional 3,200 titles.

**Project Budget:**

	Grant Budget	Department In-Kind Services	Total
Civil Service Salaries (0.9 FTE)	\$21,253	\$21,321	\$42,574
Operating Costs	<u>2,274</u>	<u>3,381</u>	<u>5,655</u>
Subtotal Direct Costs	<u>\$23,527</u>	<u>\$24,702</u>	<u>\$48,229</u>
Indirect Costs	<u>1,176</u>	<u>0</u>	<u>1,176</u>
Total Cost	\$24,703	\$24,702	\$49,405

**Required Match:** None. In-kind services of \$24,702 are not required.

**Indirect Cost:** \$1,176, or 5 percent of Grant Budget direct costs totalling \$23,527.

**Comments:** 1. The 0.9 FTE would include 0.5 FTE funded by the grant and 0.4 FTE provided through the Department's in-kind match.

2. According to Ms. Karen Cox of the Public Library, the Library generally matches their grants with in-kind grants in the absence of required matches. The in-kind services provided by the City would include the time spent by current Library employees organizing and supervising the project, and the use of existing Public Library facilities and supplies.

3. The Public Library has prepared a Summary of Grant Request which is attached.

**Recommendation:** Approve the proposed resolution.



Item No. Library Commission - Summary of Grant Request

Rev. 4/10/90

Grantor California State Library  
 Contact Person Barbara Will  
 Address P.O. Box 942837  
Sacramento, CA 94237

Division Technical Services  
 Section Catalog Department  
 Contact Person Michael Colby  
 Telephone 558-4633

Amount Requested \$ 24,703

Application Deadline June 1, 1990

Term: From 10/1/90 To 9/30/91

Notification Expected August 1990

Library Commission Board of Supervisors: Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
grant in the amount of \$ 24,703 from the period of 10/1/90 to 9/30/91  
to provide cataloging of historical popular sheet music services.

## II. Summary: (Concise summary of objectives, methods, major results, services, and personnel.)

This grant will enable the continuation for a second year of a project to catalog popular sheet music. This music is part of the Library's extensive and rare collection of popular songs from the late 19th and 20th century. Cataloging these items will provide access to this collection via online computer retrieval.

## III. Outcomes/Objectives:

Objectives are to provide access by composer, lyricist, title and text incipit (first line of text) for 3200 titles from this collection. This information will be entered into the principal national library databases.

## IV. Effects of Reduction or Termination of These Funds:

At the end of the grant term, over half of this special collection will be cataloged. Work on the remainder will be incorporated into the Library's ongoing retrospective conversion project.

## V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	In-kind Match	Approved by
	Two Years Ago	Fest Year/Old	Proposed	Change		
Grant Amount	0	21,521	24,703	+3182	24,702	
Personnel	0	18,566	21,253	+2687	21,321	
Equipment						
Contract Svc.						
Mat. & Supp.	0	200	0	- 200	0	
Facilities/Space						
Other *	0	1730	2274	+ 544	3381	
Indirect Costs	0	1025	1176	+ 151		

## VI. Data Processing: \*operating costs

(Quote included above)

## VII. Personnel

P/T CSC						
P/T CSC	0	.5	.5	0	.4	
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

VIII. Contractual Services: Open Bid                      Sole Source                      (If sole source, attach Request for Proposals Form.)





Memo to Finance Committee  
July 11, 1990

Item 1r - File 152-90-2

**Departments:** Adult Probation  
Juvenile Probation  
Sheriff

**Item:** Resolution authorizing the Sheriff, Adult Probation and Juvenile Probation Departments to apply for, accept and expend State subvention funds.

**Amount:** \$367,500

**Source of Funds:** State of California Board of Corrections funds under Senate Bill (SB) 924.

**Project:** Standards and Training of Local Corrections and Probation Officers Program.

**Description:** The proposed subvention would fund State-mandated training for Corrections and Probation Officers in the Sheriffs, Adult Probation and Juvenile Probation Departments. The Standards and Training of Local Corrections and Probation Officers Program is operated by the State Board of Corrections and provides funds to improve and standardize the skills of Deputy Sheriff jail staff and Probation Officers, from entry-level staff to department heads. SB 924 authorized the State Board of Corrections to establish minimum standards for the selection and training of Deputy Sheriff jail staff and Probation Officers and to certify the training courses to be taken by personnel participating in this Program.

The proposed subvention would fund a total of 31,972 training hours in the three departments to provide training to approximately 683 personnel during the 1990-91 fiscal year.

**Project Budget:**

<u>Department</u>	<u>Number Personnel</u>	<u>Training Hours</u>	<u>Tuition</u>	<u>Travel</u>	<u>Per Diem</u>	<u>Salary* Replace- ment</u>	<u>Totals</u>
Sheriff	362	12,652	\$50,340	\$1,470	\$9,633	\$130,557	\$192,000
Adult Probation	112	6,880	29,855	5,185	5,860	19,600	60,500
Juvenile Probation	<u>209</u>	<u>12,440</u>	<u>51,000</u>	<u>18,400</u>	<u>17,600</u>	<u>28,000</u>	<u>115,000</u>
Totals	683	31,972	\$131,195	\$25,055	\$33,093	\$178,157	\$367,500

\*Costs for other departmental personnel to work on an overtime basis while the departmental training participants are being trained.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Indirect Costs:** None

**Required Match:** None

**Comments:**

1. According to Lt. Jan Dempsey of the Sheriff's Department, the Standards and Training of Local Corrections and Probation Officers Program requires the City to adhere to the standards of recruitment and training established by the State Board of Corrections. The costs of compliance would be fully reimbursed by the State of California and no additional costs would be incurred by the City. Reimbursable costs would include travel, per diem, tuition, training fees, training materials and the cost of replacing staff while in training. The City would not receive reimbursement for indirect costs or administrative costs for the training program. According to Lt. Veronica Keller, Training Manager of the Sheriff's Department, any indirect costs associated with the subvention program would be minimal.
2. The three departments have participated in the Program for the previous ten years.
3. Training courses would include security, legal considerations, emergency procedures, confidentiality and client rights, supervision, law of evidence, budgeting, community relations and various other subjects.
4. The "Summary of Grant Request," prepared by the Sheriff's Department for the three Departments, is attached.

**Recommendation:** Approve the proposed resolution.

## Item No. \_\_\_\_\_ - Summary of Grant Request

Rev. 4/10/90

Grantor Board of Corrections  
 Contact Person Thomas E. McConnell  
 Address 600 Bercut Drive  
Sacramento, CA

Division Sheriff, Adult & Juvenile Prob.  
 Section \_\_\_\_\_  
 Contact Person (SEE ATTACHED CONTACTS)  
 Telephone \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_  
 Term: From July 1, 1990 To June 30, 1991

Application Deadline \_\_\_\_\_  
 Notification Expected \_\_\_\_\_

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$ \_\_\_\_\_ from the period of \_\_\_\_\_ to \_\_\_\_\_ to provide \_\_\_\_\_ services.  
 (Circle appropriate words)

**II. Summary:** (Content/history, need addressed; number & groups served; services and providers)

The Standards for Training and Corrections Program through the Board of Correction was started by legislation in 1981. The STC Program provides monies to local corrections and probation departments to assist these agencies in complying with State mandated training requirements. The State mandated training requirements are for corrections personnel and adult and juvenile probation personnel.

**III. Outcomes/Objectives:**

The purpose of entry and annual training is to provide new employees and veteran employees with relevant training courses that meet State mandates and improve the skills level of participants.

**IV. Effects of Reduction or Termination of These Funds:**

The departments are required by law to meet minimum training requirements. Without these funds, the Departments would have to request general fund monies to insure compliance with State requirements.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	377,750-	362,500-	367,500-		- 0 -	
Personnel	N/A	N/A	N/A	N/A		
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

**VI. Data Processing**

(costs included above)

N/A

**VII. Personnel**

F/T CSC N/A  
 P/T CSC \_\_\_\_\_  
 Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

N/A

**\*VIII. Contractual Services:** Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)

N/A



Item 1s - File 172-90-12

**Department:** Private Industry Council (PIC)

**Item:** Resolution authorizing the Private Industry Council to sign, enter into and execute a State contract for Federal funds.

**Contract Amount:** \$201,000

**Contract Period:** February 1, 1990 to June 30, 1991

**Description:** The Private Industry Council of San Francisco has been designated by the Board of Supervisors to administer State and Federal Refugee Program funds, on behalf of the City, (Resolution 1120-87). The PIC currently administers the following three categories of funds: Refugee Target Assistance (RTAP), Refugee Employment Social Services (RESS) and Mutual Assistance Association Incentive Funds. The RTAP and RESS funds are used to fund employment and training services. The PIC reports that these funds are used interchangeably. The Mutual Assistance Association Incentive Funds are used for services aimed at the social and cultural adjustment of refugees.

The State Department of Social Services has notified the PIC that Refugee Targeted Assistance Program (RTAP) funds in the amount of \$201,000 are now available to the City. These funds originate from the Federal Health and Human Services Agency and are administered by the Refugee and Immigration Programs Branch of the State Department of Social Services. Under the proposed contract, the RTAP funds would be used for the continuance of vocational training, job search training, on-the-job training and job assessment and testing for refugees who are receiving public assistance and who reside in San Francisco. The PIC would be responsible for administering the RTAP funds and would contract with non-profit community agencies for provision of services.



**Comments:**

1. The proposed legislation, if approved by the Board of Supervisors, would authorize the PIC to enter into a contract agreement with the State Department of Social Services for the provision of employment and training services for refugees. However, prior to expenditure of the RTAP funds, the PIC would be required to submit the budget details to the Board of Supervisors for approval.

2. As noted above, the contract period is February 1, 1990 to June 30, 1991, a 17-month period. Mr. Steve Arcelona of the Private Industry Council reports that the agency is requesting authorization to enter into this contract with the State at this time, due to administrative delays at the State level. Mr. Arcelona advises that the State will fund the refugee employment and training services retroactive to February 1, 1990. Mr. Arcelona adds that in the absence of RTAP funds, that these services are being funded on an interim basis with RESS funds. The total amount available under the RESS contract is \$263,473. The RESS contract period is January 1, 1990 to September 30, 1992.

3. Mr. Ted Lakey of the City Attorney's Office advises that since the contract would be entered into effective February 1, 1990, the proposed legislation should be amended to authorize the President of the Private Industry Council to sign, enter into and execute a State contract retroactively for Federal funds.

**Recommendation:**

Amend the proposed legislation to authorize the President of the Private Industry Council to sign, enter into and execute a State contract retroactively for Federal funds, and approve the proposed legislation as amended.



Item 1t - File 172-90-13

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the execution of an agreement between the City and County of San Francisco and the Family Service Agency of San Francisco, a non-profit organization.

**Amount:** \$89,950

**Contract Period:** July 1, 1990 through June 30, 1991

**Description:** The proposed resolution would authorize the continuation of an existing agreement between the City and County of San Francisco and the Family Service Agency of San Francisco for the Family Service Agency to provide out-of-home respite services for the prevention of child abuse and neglect. The program would be funded through the State of California's Papan Program with the City and County of San Francisco acting as the fiscal agent. The Family Service Agency would provide respite services for parents of children in danger of abuse or neglect because of family stress.

Under the proposed agreement, DSS would compensate the Family Service Agency at a rate of \$50.39 per child for every 12 hours of respite care. The maximum annual reimbursable amount is \$89,950. Payments would be made on a monthly basis from bills submitted to DSS by the Family Service Agency.

**Comments:**

1. State funding for this program is currently pending approval of the State budget. According to Ms. Mary Counihan of DSS, there is a significant chance that the State funding for this program may be considerably reduced or eliminated.
2. The Family Service Agency contract contains a clause allowing DSS to terminate the contract after 30 days notice. Furthermore, Ms. Counihan reports that, based on discussions with the City Attorney, DSS can terminate the contract with the Family Service Agency at any time.
3. The contract period has already started (July 1), and the Family Service Agency is currently performing the services for DSS.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. If State funding is significantly reduced, Ms. Counihan reports that the City would shorten the contract to the coinciding funding level. If State funding is eliminated entirely, DSS could be liable for compensating the Family Service Agency for services rendered up to that point. However, the City also has a three year contract with the State for the Papan Program funding, so the State could ultimately be liable. Finally, Ms. Counihan indicated that given the current uncertainty surrounding the funding of this program, DSS is reluctant to enter into the Family Service Agency contract at this time.

**Recommendation:**

Continue this item pending final approval of the State budget.

Item 1u - File 172-90-14

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the execution of an agreement between the City and County of San Francisco and the Children's Home Society of California, a non-profit organization.

**Amount:** \$86,485

**Contract Period:** July 1, 1990 through June 30, 1991

**Description:** The proposed legislation would authorize the continuation of an existing agreement between the City and County of San Francisco and the Children's Home Society of California for the Children's Home Society to provide in-home services for the prevention of child abuse and neglect. The program would be funded through the State of California's Papan Program with the City and County of San Francisco acting as the fiscal agent. The Children's Home Society would provide short term, emergency in-home counseling services to families who have been identified as under stress or in crisis, and whose children are at risk of out-of-home placement.

Under the proposed agreement, DSS would compensate the Children's Home Society at a rate of \$50.01 per family per hour of service. The maximum annual reimbursable amount is \$86,485. Payments would be made on a monthly basis from bills submitted to DSS by the Children's Home Society.

**Comments:**

1. State funding for this program is currently pending approval of the State budget. According to Ms. Mary Counihan of DSS, there is a significant chance that the State funding for this program may be considerably reduced or eliminated.
2. The Children's Home Society contract contains a clause allowing DSS to terminate the contract after 30 days notice. Furthermore, Ms. Counihan reports that, based on discussions with the City Attorney, DSS can terminate the contract with the Children's Home Society at any time.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. The contract period has already started (July 1), and the Children's Home Society is currently performing the services for DSS.

4. If State funding is significantly reduced, Ms. Counihan reports that the City would shorten the contract to the coinciding funding level. If State funding is eliminated entirely, DSS could be liable for compensating the Children's Home Society for services rendered up to that point. However, the City also has a three year contract with the State for the Papan Program funding, so the State could ultimately be liable. Finally, Ms. Counihan indicated that given the current uncertainty surrounding the funding of this program, DSS is reluctant to enter into the Children's Home Society contract at this time.

**Recommendation:** Continue this item pending final approval of the State budget.

Item 1v - File 101-88-95.5

**Department:** Juvenile Probation

**Item:** Release of Reserve

**Amount:** \$11,400

**Source of Funds:** \$742,163 in State Outer Continental Shelf Lands Act (OCSLA) Funds previously appropriated by the Board of Supervisors, of which a total of \$694,420 was reserved.

**Description:** In March of 1989, the Board of Supervisors approved the appropriation of \$742,163 of State OCSLA funds to develop plans for a new juvenile justice facility, various community-based programs, a detention screening system and an evaluation system. Of the \$742,163 appropriated, \$35,560 was reserved for Services of Other Departments pending submission of details as to the scope of services, hours and hourly rate.

The Juvenile Court is now requesting the release of \$11,400 of the \$35,560 reserve for the Bureau of Architecture, Department of Public Works, for administration of the contract with the Jefferson Company which is providing the Master Plan/Bond Program report.

Mr. Jim Buker of the Bureau of Architecture reports that the proposed budget of \$11,400 represents approximately 181 hours at \$63 per hour for the period from December, 1989, to November, 1990. A description of the costs to be released from the subject reserve is as follows:

<u>Bureau of Architecture Tasks</u>	<u>Cost</u>
A. Negotiate Contract Modification and Administer Transfer of Funds	\$1,800
B. Monthly Review of Contract Work	3,000
C. Coordinate Consultants Work with Other City Departments	1,500
D. Review Cost Estimates and Draft Reports for \$72 Million Bond Proposal	2,600
E. Bond Program Support (meetings)	1,800
F. Close Contract with Consultant	<u>700</u>
Total	\$11,400

**Comments:** 1. According to Mr. Buker, Tasks A - D, totalling \$8,900, were provided during the period December, 1989, to June, 1990, and Tasks E and F, totalling \$2,500, have yet to be provided.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Therefore, a portion of the proposed release of reserved funds would be used to fund services provided on a retroactive basis.

2. The \$72 Million Bond Proposal for a new Youth Guidance Center which is the subject of the Jefferson Company contract is currently being considered by the Board of Supervisors. Mr. Jawaid Ijaz of the Juvenile Probation Department reports that if the Board does not approve the proposed bond measure, the \$11,400 in reserved funds would still need to be released to fund services already provided (\$8,900 for Tasks A - D) and to fund services that need to be provided regardless of whether the Bond Proposal is approved (\$2,500 for Tasks E and F).

**Recommendation:** Release the reserved amount of \$11,400.



Item 2 - File 221-90-2

**Note:** This item was continued by the Finance Committee at its meeting of June 20, 1990.

1. The proposed resolution would urge the Mayor to use the FY 1990-91 discretionary Proposition 99 (Tobacco Tax) funding totalling approximately \$12 million out of the estimated allocation of \$18.6 million for new health services as outlined by the Coalition for Proper Expenditure of Tobacco Tax Funds, which is a coalition of local, non-profit organizations. As recommended in the Mayor's 1990-91 budget, these monies would be used to fund the continuation of existing services in lieu of use for new health services as is the case under this proposed legislation.

2. Proposition 99, through the AB 75 enabling legislation, provides new funds to be administered by county health departments 1) to provide counties with additional funds to meet the health care needs of indigent persons, 2) to address the uncompensated care costs of private hospitals and physicians, 3) to provide follow-up medical services for the existing Child Health and Disability Prevention (CHDP) program, and 4) to provide tobacco use prevention education. Proposition 99 funds are also available to counties for capital projects for medical facilities. The categorical (or restricted) uses of Proposition 99 funds are to provide health education regarding the use of tobacco and to reimburse physicians and private hospitals for the costs incurred through the provision of health care to medically indigent persons. Discretionary uses are for provision of medical services to indigent persons. The allocation of monies for this purpose are to be determined by the individual counties as long as spending for indigent care exceeds 1988-89 (base year) levels and that the county health system provides the same or an increased level of outpatient services.

3. Approximately \$26.9 million in total Proposition 99 - AB 75 revenue will be made available to the City and County of San Francisco for the 1989-90 fiscal year. The current estimate for 1990-91 Proposition 99 funds allocated to San Francisco is \$18.6 million. The decrease is due to the fact that the Fiscal Year 1989-90 revenues include one-time only allocations for capital outlays, physician services and county hospital services; whereas Fiscal Year 1990-91 revenues do not include such one-time allocations. There was also a slight reduction in overall AB75 revenues available because of the declining tobacco tax revenue base.

4. These funds will be allocated in the manner displayed in the table on the following page, according to provisional proposals of the DPH. The revenues earmarked for discretionary purposes (\$14.5 million in 1989-90) have been applied against programs and services already funded in the 1989-90 budget. According to the Mayor's proposals for 1990-91, discretionary monies of approximately \$12.0 million will be used to continue these same services in 1990-91. This allocation of Proposition 99 revenue is permitted since funding levels already meet the criteria described above and substantially exceed expenditures for eligible services during the base fiscal year of 1988-89.



**Proposition 99 Provisional Allocations**  
(in \$ millions)

		Fiscal Year <u>1989-90</u>	Fiscal Year <u>1990-91</u>
<u>Categorical Allocations</u>			
Capital Outlay		\$ 4.0	
Tobacco Education		1.6	\$ 1.6
Private Hospitals		3.3	3.0
Physician Services			
	One-time	1.3	
	On-going	<u>2.2</u>	<u>2.0</u>
Subtotal		\$ 12.4	\$ 6.6
<p>- the above amounts are for one time capital projects, tobacco education and to pay private hospitals and physicians for unreimbursed costs incurred in the the provision of health care to indigent persons</p>			
<u>Discretionary Uses</u>			
County Hospitals		7.6	7.2
Other County Health Services		5.1	4.8
One time Hospital Costs		<u>1.8</u>	<u>-</u>
Subtotal		<u>14.5</u>	<u>12.0</u>
<p>- to reimburse the City and County for increased costs incurred over the base year (1988-89) for health care of indigent persons</p>			
Total Provisional Allocation		\$ 26.9	\$ 18.6

5. The Coalition for Proper Expenditure of Tobacco Tax Funds has prepared an outline of proposed uses of discretionary Proposition 99 funds for FY 1990-91, which is attached (Attachment 1). In summary, the proposed uses which total \$12,185,000 are as follows:

Children's multi-disciplinary services	\$2,000,000
Drug treatment services for mothers with children	2,200,000
Health outreach services to homeless	350,000
AIDS prevention and support for high risk minorities	2,000,000
Outpatient medical services for uninsured and low income	1,500,000
Peri-natal care to high risk pregnant women and infants	500,000
AIDS prevention for high risk adolescents	400,000
Therapeutic services for sexually abused children	260,000
Nursing support services at San Francisco General Hospital (SFGH)	475,000
Dental staffing and equipment at SFGH and District Health Centers	1,000,000
Mental health services for homeless, mentally disabled and refugee adults	<u>1,500,000</u>
Total	\$12,185,000

### Comments

1. The Mayor's Office reports that the Mayor's proposed uses of the discretionary funds for Proposition 99 monies in FY 1990-91 will fund the continuation of existing health care services to indigent persons which were increased in FY 1989-90 in anticipation of increased funding from Proposition 99. The Mayor's Office indicates that it believes that the Mayor's proposed budget reflects the general priorities as outlined by the Coalition given the limitations of the State guidelines for the use of the funds and the overall availability of funds. The Mayor's Office has prepared a graph depicting how the Proposition 99 funds fit into the DPH's budget and a summary of the DPH programs and items which received increases in FY 1989-90 (Attachment 2).

2. As noted in the table on the previous page, approximately \$7.2 million of the \$12.0 million in discretionary funds will be used for County Hospital services in accordance with State guidelines. Therefore, only approximately \$4.8 million is available for the non-hospital County health services recommended by the Coalition. The DPH reports that the Health Commission will reexamine the Proposition 99 FY 1990-91 expenditure plans early in the fiscal year.

3. To the extent that the \$12 million in discretionary Tobacco Tax funds is used for new services as outlined by the Coalition, rather than to continue funding existing services as proposed in the Mayor's 1990-91 budget, implementation of the Coalition's proposal would result in a revenue shortfall of up to \$12 million in General Fund monies unless additional revenues are raised or other expenditures are reduced.

Memo to Finance Committee  
July 11, 1990

4. The Finance Committee has recommended the ~~FY 1990-91 Tobacco Tax~~ budget as submitted by the Mayor's Office, which does not implement the Tobacco Tax budget as proposed by the Coalition.

**Recommendation**

Approval of the proposed resolution is a policy matter for the Board of Supervisors. However, as previously noted, implementation of this proposal could result in a General Fund revenue shortfall of up to \$12 million for FY 1990-91.

# COALITION FOR PROPER EXPENDITURE OF TOBACCO TAX FUNDS

126 HYDE STREET, SUITE 102, SAN FRANCISCO CA 94102  
346-3740 OR 641-4362

APR 23 1990

April 17, 1990

Dear Members of the Health Commission,

The health care delivery system in San Francisco fails to adequately address the health problems of many of our most needy people. Indications of the systems failures include:

- Lack of early intervention in health problems when preventive measures could avoid long term chronic illness
- Unacceptably long waiting periods for necessary outpatient, dental and mental health care
- Continued escalation of the crack crisis without treatment programs for major victims of the epidemic

The Tobacco Tax funds that are now available to San Francisco as a result of the passage of Proposition 99 provide the city with a unique opportunity to make significant strides in addressing these unmet needs. Because of our concern about the urgent health needs of many San Franciscans, the undersigned organizations have collaborated to develop joint recommendations for the expenditure of discretionary Tobacco Tax funds. Our organizations are coalitions which represent over 100 diverse groups throughout the city. We are acting in unison because we recognize the overlapping needs of our various constituency groups - homeless, children, refugees, AIDS victims, and indigent; and believe that a comprehensive plan to address their needs is required. The funding proposal we are making includes services to San Francisco's large immigrant and refugee population, with the recommendation that the availability of bi-lingual and bi-cultural providers be significantly expanded. Also implicit in the recommendations is our support for the Department of Public Health's plan to expand outpatient services through the primary care network.

We urge the Health Commission to allocate discretionary Tobacco Tax funds toward the following (all current priorities of the Department of Public Health):

- Children's multi-disciplinary health, mental health and substance abuse outreach services  
----- \$2,000,000
- Continuum of drug treatment services for mothers with children, including residential; and residential and peer counseling drug treatment and prevention program for youth  
----- \$2,200,000
- Health Outreach Services to homeless  
----- \$350,000
- Community-based AIDS prevention and support programs for high risk minority populations  
----- \$2,000,000

- Expansion of outpatient medical clinic services for uninsured and low income adults ----- \$1,500,000
- Expansion of peri-natal care to high risk pregnant women and infants ----- \$500,000
- Outreach services to high risk adolescents to prevent AIDS and other serious medical problems ----- \$400,000
- Therapeutic services for sexually abused children ----- \$260,000
- Support services to nursing units at SFGH ----- \$475,000
- Expansion of staffing for dental services at SFGH and District Health centers, and funding for dental equipment and supplies ----- \$1,000,000
- Outpatient, outreach and case management mental health services for homeless, mentally disabled, refugee adults in satellite community based settings ----- \$1,500,000

We believe that it is in the best interest of San Francisco to use the Tobacco Tax funds for the purpose for which the voters intended - the creation of new and necessary health services. It is our understanding that last year's Department of Public Health budget increases were funded through the general fund. We believe that this should continue. The current plan to use Tobacco Tax funds for current services is unacceptable. If we proceed with this plan, we will be using money that should be targeted to new health services to solve the city's overall fiscal problems, at a great cost to the health of many San Franciscans. We recommend instead that Tobacco Tax funds be allocated toward the purposes listed above.

Sincerely,

Coalition on Homelessness

Coleman Advocates for Children and Youth

Community Health Coalition

Coalition for Homeless Women and Children

SEIU, Local 790

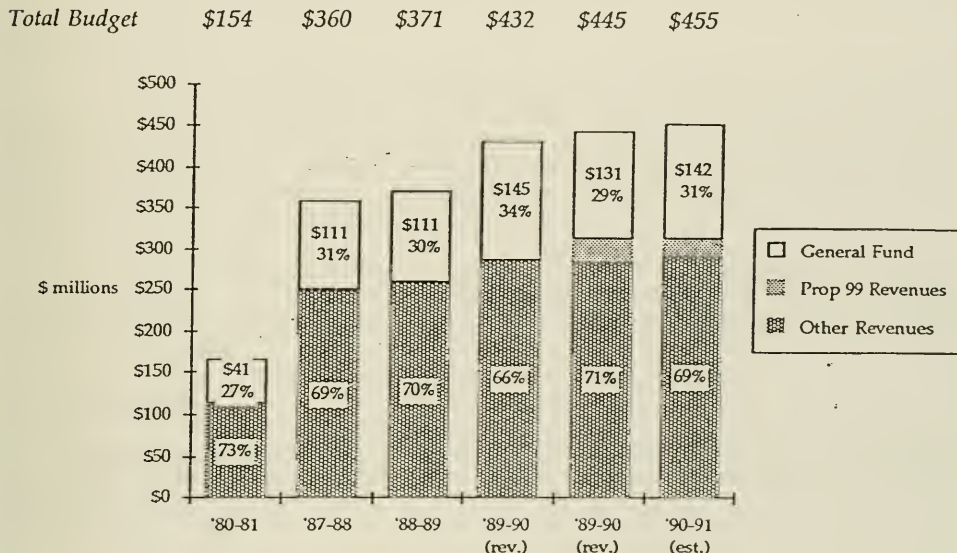
San Francisco Neighborhood Legal Assistance Foundation

Coalition on Immigrant and Refugee Rights and Services

cc: Mayor Art Agnos  
Supervisor Nancy Walker  
Deputy Mayor Carol Wilkins

# Proposition 99: How it fits into the Health Department's Budget

(Percentages for "Other Revenues" category includes Proposition 99 funds)



(Note: '90-'91 estimated does not include SSO increases)

## What was responsible for increases in the budget in 1989-90?

Increased Costs		Program Enhancement		New Services	
16.00	SSO	2.40	SFGH—staff for revs & infrastructure	4.00	Prop 99—cap outlay
14.50	Nursing MOU			3.50	Prop 99—priv. MD
4.50	SFGH—inflation	2.10	MOU positions—LVNs, orderlies, PTs	3.30	Prop 99—priv. hosp.
2.70	MH—COLAs			3.00	Paramedics & rigs
2.10	SFGH—UC COLAs	2.00	Forensics med & psych staff	2.10	SFGH—new beds
39.80	Total	0.90	LHH—licensing & infrastructure	1.90	AIDS services
		0.50	LHH—earthquake capital repairs	1.60	Prop 99—tobacco ed
		0.20	YGC staffing	1.30	Primary care
		8.10	Total	0.50	LHH—AIDS SNF beds
				0.40	Family planning
				0.30	MH—case mgmnt, voc rehab
				0.25	Crack res. treatment
				0.22	Jail diversion
				0.15	Occ. safety & health
				0.03	School health
				22.55	Total

Prepared by Mayor's Office, 3/6/90





Items 3 and 4 - Files 101-90-2 and 102-90-2

1. These items are to consider the Annual Appropriation Ordinance (File 101-90-2) and the Annual Salary Ordinance (File 102-90-2) for Fiscal Year 1990-91.
2. The Board of Supervisors previously approved the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance (Files 101-90-1 and 102-90-1).
3. The Finance Committee conducted hearings and budget review sessions on the Mayor's Proposed Budget for Fiscal Year 1990-91 and has made recommendations for amendments to the Mayor's Budget. The Mayor's Budget with amendments recommended by the Finance Committee was forwarded to the Board of Supervisors without recommendation and is now pending approval by the Board of Supervisors (File 100-90-1).-
4. The Controller's Office and the Civil Service Commission are in the process of preparing revisions to the Annual Appropriation Ordinance and the Annual Salary Ordinance to be consistent with the amendments made by the Finance Committee.

Recommendation

Continue the proposed Annual Appropriation Ordinance and the Annual Salary Ordinance, pending approval of the FY 1990-91 Budget by the Board of Supervisors.



Item 5 - File 96-90-2

**Department:** Department of Real Estate  
Department of Public Works

**Proposed Action:** Ordinance authorizing the sale of surplus City-owned real property and adopting findings pursuant to City Planning Code Section 101.1.

**Amount of Sale:** \$5,000

**Location:** Vermont Street, near the corner of 22nd Street and Kansas Street.

**Description:** The Department of Real Estate proposes to sell surplus DPW property (Block 4093, Lot 97) to the owners adjacent to the property, located on the 2200 block of Vermont Street, near the corner of 22nd Street and Kansas Street (See attachment). Lot 97 consists of two narrow strips of land, measuring 611 square feet and 837 square feet, respectively (Marked as Parcels A and B on map). Real Estate proposes to sell the two parcels to the adjacent owners of lots 78 and 79 for \$2,500 each, for a total of \$5,000.

DPW has declared the parcels as surplus City property and that the parcels are no longer required for municipal purposes.

The Department of City Planning has reported that the sale of the two parcels is in conformance with the City's Master Plan and is consistent with the eight priority policies of Planning Code Section 101.1. City Planning has zoned the two parcels for use as open space only.

**Comment:**

1. Ms. Mary Simmons of the Department of Real Estate advises that the value of the two properties is minimal and that the \$2,500 proposed sale price for each parcel represents the appraised fair market value.
2. Ms Simmons further reports that Real Estate has determined that the two parcels have no market value other than to the adjacent landowners because of the physical characteristics and location of the parcels and the minimal size of the parcels which precludes any development. Therefore, Real Estate has determined that the parcels could not be sold at a public auction.

**Recommendation:** Approve the proposed sale of property.

BOARD OF SUPERVISORS  
BUDGET ANALYST



Item 6 - File 97-89-58

**Note:** This item was continued from the January 2, 1990 Governmental Operations Committee meeting and then transferred to the Finance Committee on March 1, 1990.

**Department:** Real Estate

**Item:** Ordinance to Amend Sections 23.19 and 23.22 of the Administrative Code to increase the Director of Property's authority to execute leases for the City.

**Description:** The proposed ordinance would increase the Director of Property's authority to execute leases for the City that are year-to-year or shorter in duration and which have a maximum rent of \$1,000 per month.

The Administrative Code currently permits the Director of Property to execute leases that are month-to-month, with a maximum monthly rent of \$500. The proposed ordinance would therefore increase the amount of monthly rent for property from \$500/month to \$1,000/month and increase the length of the term from month-to-month to year-to-year or shorter which can be directly rented by the Director of Property.

The proposed legislation would increase the limits to \$1,000 and year-to-year whether the City's the lessor or lessee. The proposed amendment of Section 23.19 would increase these limits when the City is the lessee and the proposed amendment of Section 23.22 would increase the limits when the City is the lessor.

**Comments:**

1. According to Mr. Anthony DeLucchi, Director of Property, Real Estate Department, the proposed increase in authority is needed because rental rates have increased substantially since the Director of Property's authority to directly execute rental agreements was increased in January, 1983 (File 420-82). Mr. DeLucchi also reports that the proposed amendment would enable the Director of Property to expedite the leasing of property which has a relatively low fair market rent without requiring the approval of the Board of Supervisors. Currently, all leases that are greater than \$500 per month and that extend longer than month-to-month must be approved by the Board of Supervisors.

2. According to Mr. DeLucchi, fewer than 20 leases would be affected by the proposed legislation.



3. Mr. DeLucchi further states that the Real Estate Department interprets "fair market rental rate" to be the rate available in the open market. For leases that do not have a fair market rent (for example, \$1.00 per year), the Real Estate Department would continue to ask the Board of Supervisors for approval of such rentals, because a policy decision is required.

**Recommendation:** Approval of the proposed ordinance to no longer require approval of the Board of Supervisors on leases greater than \$500 per month and that extend longer than month-to-month is a policy decision for the Board of Supervisors.

Item 7 - File 60-90-14

1. The proposed ordinance would call for a special election to be conducted by the City on November 6, 1990 for the purpose of submitting two propositions to the voters which would authorize the issuance of \$71.8 million in General Obligation bonds for a new Youth Guidance Center and \$24.6 million in General Obligation bonds for new adult correctional facilities to be funded partially from State grants. As proposed in the ordinance, the interest rates on these bonds cannot exceed 12 percent per year. The proposed ordinance would also consolidate the proposed special election with the general election previously scheduled in accordance with State law.

2. The proposed \$71.8 million General Obligation bond measure for a new Youth Guidance Center would be entitled the Youth Guidance Center Improvement Bonds, 1990. This bond measure would be used to fund the design and construction of a new 72-bed Youth Guidance Center (YGC) on the existing YGC site, to be developed in accordance with the standards of the California Youth Authority and the American Correctional Association, including the program goals of the City's juvenile justice plan. The cost breakdown of the proposed improvements is as follows:

Legal and Financial Services	\$250,000
Planning and Environmental Services	378,000
EIR Fees	67,050
Construction (Escalated to October, 1995)	48,642,325
Project Contingency (15 percent)	7,296,350
Project Control*	10,507,045
Art Enrichment (two percent)	814,930
Departmental Coordination**	615,900
Departmental Disruption	<u>3,215,055</u>
Total	\$71,786,655

\*Project Control includes the design consulting services, design administration, plan check and building permit fees, miscellaneous testing and inspection and construction management and administration.

\*\*Departmental Coordination represents the cost for one full-time Director-level staff position for coordinating the project at an estimated annual cost in 1990-91 of \$76,000, escalated at five percent per year from October, 1990 through June, 1997.

3. The proposed \$24.6 million General Obligation bond measure for new Sheriff Department's correctional facilities would be entitled the Correctional Facilities Improvement Bonds, 1990. This bond measure would be used to fund the City's contribution, in conjunction with the State Proposition 52 (\$22.5 million) and Proposition 86 (\$17 million) bond measures, which together will provide funding for the capital improvements approved by the Board of Supervisors on January 8, 1990 (File 195-90-1). Specifically, the City's bond measure would



provide jail and life safety improvements in the existing jails, a new Sheriff's Facility containing booking, medical and psychiatric housing (approximately 80 beds) and treatment space, work furlough housing (approximately 320 beds) and program space and a new services building for the San Bruno Detention Complex, providing a new utilities center (heating plant, electric service, etc.) as well as a centralized kitchen and laundry. The cost breakdown of the proposed Sheriff's Department correctional facility improvements, including the State's share and the proposed City share is shown in the Attachment.

4. Section 9.103 of the City Charter states that:

"Special municipal elections shall be called by the registrar when required by this chapter on the filing of appropriate initiative, referendum or recall petitions, as provided by this charter, and may be called by the supervisors for bond issues, declarations of policy, or for the voting on candidates for city and county offices not subject to election at general municipal elections or municipal runoff elections."

Comments

1. At the June 27, 1990 Finance Committee Meeting, the Finance Committee increased the proposed \$71.8 million Youth Guidance Center General Obligation bond by \$2 million from \$71.8 million to \$73.8 million for the acquisition of group homes for youth. On July 9, 1990, the Board of Supervisors approved a resolution (File 170-90-7) which determined and declared that the public interest and necessity required the issuance of the \$73.8 million General Obligation bonds for the construction or reconstruction of the City's Youth Guidance Center. However, the proposed ordinance includes language regarding the proposed \$71.8 million bond measure and therefore should be amended to reflect the amendment to \$73.8 million bond measure, as approved by the Board of Supervisors.

2. According to Mr. John Madden of the Controller's Office, the proposed \$73.8 million Correctional Facility Improvement Bond will result in a total City interest expense of \$54,597,000 for a total City cost of \$128,397,000 and an annual bonded indebtedness for the City of approximately \$6,164,860, assuming a 20-year period and an interest rate of 6.85 percent. This would result in an increase of approximately \$.01493 (1.493 cents) on the City's property tax rate. The estimated 1.493 cent increase in the property tax rate would increase property taxes for the owner of a home assessed at \$265,000 (current City median assessed value) by an estimated \$38.52 per year for each of the 20 years of the bond issue.

3. At the June 27, 1990 Finance Committee Meeting, based on the recommendations of the Capital Improvements Advisory Committee (CIAC), the Finance Committee recommended that the proposed Correctional Facility Improvement Bonds be reduced by \$8.1 million from \$24.6 million to \$16.5 million. On July 2, 1990, the Board of Supervisors approved a resolution (File 170-90-10) which determined and declared that the public interest and necessity required the issuance of the \$16.5 million General Obligation bonds for the construction or

reconstruction of adult correctional facilities to be partially funded from State grants and partially funded through the proposed bond funds. However, the proposed ordinance includes the original language regarding the proposed \$24.6 million bond measure and therefore should be amended to reflect the amendment to the \$16.5 million bond measure approved by the Board of Supervisors.

4. According to Mr. John Madden of the Controller's Office, the proposed \$16.5 million Correctional Facility Improvement Bond will result in a total City interest expense of \$9,042,000 for a total City cost of \$25,542,000 and an annual bonded indebtedness for the City of approximately \$1,702,800, assuming a 15-year period and an interest rate of 6.85 percent. This would result in an increase of approximately \$.0041 (.0041 cents) on the City's property tax rate. The estimated \$.0041 cent increase in the property tax rate would increase property taxes for the owner of a home assessed at \$265,000 (current City median assessed value) by an estimated \$10.58 per year for each of the 15 years of the bond issue.

5. According to the City Attorney, the proposed ordinance, which calls for a special election, is required by the State Government Code in the upcoming election due to the proposed issuance of General Obligation bonds. However, this measure would be consolidated with the general election and therefore a special election is not required.

6. Ms. Germaine Wong, the Registrar of Voters reports that local initiative petitions and other local measures are commonly added to the general election ballots without calling for a special election and consolidating such measures with the general election. Due to the consolidation of the special election with the general election already scheduled to be held on November 6, 1990, Ms. Wong reports that the proposed ordinance should only result in some minor additional printing costs for the City. Ms. Wong reports that no precise estimate of the additional printing expenses can be made at this time.

7. Mr. Bob Kenealey of the City Attorney's Office reports that the proposed ordinance may need to be continued one week in order for the City Attorney's Office to amend the proposed ordinance and to receive the proper resolution numbers, which must be included in the proposed ordinance, on the recently approved resolutions relating to the two proposed bond measures.

### Recommendations

Amend the proposed ordinance to increase the proposed \$71.8 million bond measure for a new Youth Guidance Center by \$2 million for youth group homes to \$73.8 million, as amended by the Board of Supervisors.

Amend the proposed ordinance to reduce the proposed \$24.6 million Correctional Facilities bond measure by \$8.1 million to \$16.5 million, as amended by the Board of Supervisors.

Based on the recommendation of the City Attorney's Office, continue the proposed ordinance one week.

Attachment

SHERIFF'S DEPT BOND PROGRAM  
 (Numbers in 1,000,000)

NEEDS FOR FUNDS:

<u>Project Costs</u>	<u>Project Budget</u>	<u>State Share</u>	<u>Local Share</u>
New Sheriff's Facility	\$44.7*	\$32.3	\$12.4
Jail #3 Service Bldg.	10.3	7.2	3.1
HOJ Life Safety	4.6	-0-	4.6
<u>Other Costs</u>			
Bond Financing Costs	.2	-0-	.2
	<u>\$59.8*</u>	<u>\$39.5</u>	<u>\$20.3</u>

Total NEEDS

\$59.8\*

SOURCES OF FUNDS:

<u>State</u>	
Prop. 52	\$22.5
Prop. 86	17.0
	<u>\$39.5</u>

<u>City</u>	
Already Committed	\$ 3.0**
HOJ Land Value	3.1
	<u>\$ 6.1</u>

Total SOURCES

\$45.6

BOND FUNDS REQUIRED:

Total NEEDS Minus Total SOURCES	\$14.2***
Plus Contingency for Unknown Ineligibles	<u>\$ 2.3</u>

Required Bond Amount

\$16.5

\*Includes HOJ Land Value of \$3.1

\*\*Includes \$3.3 currently appropriated minus \$.3 on reserve and intended to be reimbursed from bond funds

\*\*\* \$20.3 million less \$6.1 million for the City's share.

Item 8 - File 97-90-29

1. The proposed ordinance would amend the San Francisco Administrative Code by amending Sections 16.6-5 and 16.6-26 to authorize the Public Utilities Commission (PUC) and Hetch Hetchy Water Supply and Power to join certain organizations.

2. The proposed ordinance would authorize memberships in the following six organizations:

<u>Hetch Hetchy Water Supply and Power</u>	<u>Annual Membership Fee</u>
California Urban Water Agencies (CUWA)	\$50,000
Electric Power Research Institute (EPRI)	13,000
Western Systems Power Pool	15,000
 <u>Public Utilities Commission</u>	
National Association of Minority Contractors	250
Bay Area Contract Compliance Officers Association	150
Western Council of Construction Consumers (WCCC)	1,500

Comments

1. Annual membership fees for the six new organizations listed above total \$79,900. The PUC and Hetch Hetchy membership budgets for 1989-90 totaled \$33,463.

2. According to Mr. Anson Moran, General Manager of Hetch Hetchy Water and Power, the California Urban Water Agencies (CUWA) is an association of ten major urban water suppliers which conducts engineering studies on topics such as the economic impact of water shortage and the prediction of the long term effects of water conservation. In addition to Hetch Hetchy, the other nine major urban water suppliers are the Alameda County Water District, Contra Costa Water District, East Bay Municipal Water District, Los Angeles Department of Water and Power, Metropolitan Water District of Southern California, Municipal Water District of Orange County, City of San Diego Water Utilities Department, San Diego County Water Authority and Santa Clara Valley Water District. Mr. Carlos Jacobo of the PUC states that the CUWA also facilitates interagency cooperation and serves as a representative of urban interests in the on-going Bay/Delta water hearings.



3. According to Mr. Moran, Hetch Hetchy has participated in the CUWA for approximately five years on an ad hoc basis and has not contributed funds for CUWA's activities. He further stated that, at the beginning of this calendar year, the CUWA was incorporated as a not-for-profit corporation which requires formal membership and membership dues for participation. Mr. Jacobo stated that a \$50,000 annual fee is charged to all ten major member agencies. He further explained that membership fees are treated as operating costs of Hetch Hetchy. As a result, he estimated that approximately 50 percent of the membership cost would be recouped through higher prices to suburban municipalities which purchase Hetch Hetchy water.

4. According to Mr. Jacobo, the Electric Power Research Institute (EPRI) conducts research on topics such as dam safety and emerging technologies. Recently, EPRI closed its activities to non-members. Therefore, in order to participate in the future activities of the institute, the City is required to join.

5. Mr. Moran stated that virtually all Hetch Hetchy sales and purchases of power are conducted with Pacific Gas & Electric (PG & E). Mr. Moran felt that membership in the Western Systems Power Pool, an organization of western utilities chartered under Federal Energy Regulatory Commission regulations to facilitate sales of energy, would help promote transactions with other utilities besides PG & E.

6. Hetch Hetchy's annual membership fees for the above-mentioned organizations total \$78,000 and range from \$13,000 for EPRI to \$50,000 for CUWA. These fees are higher than any annual fees currently paid by Hetch Hetchy, which range from \$15 to \$11,202. Hetch Hetchy has requested \$10,434 in increased membership fees for current organizations as well as the \$78,000 for these three new organizations. Combined, these increases total \$88,434 as compared to the 1989-1990 membership budget of \$27,752.

7. The Finance Committee has recommended approval for the funding for these annual membership fees in Hetch Hetchy's 1990-91 budget.

8. According to Mr. Jacobo of PUC Finance, the PUC has requested two new memberships in order to help the PUC meet minority contract requirements. Mr. Jacobo explained that the National Association of Affirmative Action Officers, and its California counterpart, of which the PUC is already a member, are concerned with existing personnel and do not address issues of minority contractors. Mr. Jacobo stated that, in order to be eligible for federal Urban Mass Transit (UMTA)-funded contracts for the Muni Railway, the PUC must meet certain minority contracting requirements. Mr. Jacobo stated that membership in the National Association of Minority Contractors (\$250) and the Bay Area Contract Compliance Officers Association (\$150) would enhance the ability of the PUC to meet these requirements through increased outreach and education.

Memo to Finance Committee  
July 11, 1990

9. The Western Council of Construction Consumers (WCCC) is an organization which works to improve cost effectiveness through educational programs in the area of construction and engineering and to ensure that construction owners are well informed (\$1,500). According to Mr. Jacobo, the WCCC is not specific to utilities.

10. The Finance Committee has approved funding for these annual membership fees in PUC's 1990-91 budget. However, the approval was based on PUC's written budget explanations at that time that the membership fees were for continuing memberships and that the organizations were authorized in the Administrative Code. However, as indicated by the proposed legislation, these three new organizations have not been previously authorized in the Administrative Code.

### Recommendations

Approve the addition of the Hetch Hetchy memberships to the Administrative Code based on the Finance Committee's recommended approval of the funding for these new memberships in the FY 1990-91 budget.

Approval of the memberships for the PUC is a policy matter for the Board of Supervisors, given that at the time of the budget hearings the PUC submitted written budget explanations that the membership fees were for continuing memberships and that the organizations were already authorized in the Administrative Code.





Item 9 - File 97-90-31

**Department**

Residential Rent Stabilization and Arbitration Board

**Item:**

Ordinance amending the Administrative Code by adding Section 10.169-8 to establish a revolving fund for the Residential Rent Stabilization and Arbitration Board (Rent Board).

**Description:**

The proposed ordinance would create a revolving fund for the Rent Board. The revolving fund would be used for miscellaneous immediate expenditures, such as for the replacement of a necessary computer printer part or the purchase of small amounts of materials and supplies.

The Controller's Office would replenish the proposed revolving fund from existing budgeted funds from the Rent Board, as specific expenditures are reported by the Department to the Controller's Office.

**Comments:**

1. The Rent Board's fiscal year 1990-91 budget includes \$500 for the proposed revolving fund. During the recent budget hearings, the Finance Committee recommended that the \$500 be reserved pending the creation of the revolving fund.

2. If the proposed ordinance to establish a revolving fund is approved, Mr. John Madden of the Controller's Office reports that the Finance Committee can send a letter to direct the Controller to release the reserve on the \$500.

**Recommendations:**

1. Approve the proposed ordinance.

2. Direct that a letter be sent to the Controller's Office requesting release of the \$500 placed on reserve in the 1990-91 budget, pending the creation of the proposed revolving fund.

BOARD OF SUPERVISORS  
BUDGET ANALYST



Item 10 - File 97-90-33

1. The proposed ordinance would amend the San Francisco Administrative Code by amending Section 16.6-9 to add fifteen organizations to the membership list of the Department of Public Works.

2. The proposed ordinance would authorize memberships in the following organizations:

	<u>Annual Membership Fee</u>
American Institute of Architects	\$800
American Institute of Steel Construction	90
American Iron and Steel Institute	50
American Society of Heating, Refrigeration and Air Conditioning Engineers	95
American Society of Mechanical Engineers	60
Association of Major City Building Officials	200
California Association of Code Enforcement Officers for Housing Inspection	90
County Building Officials Association of California	40
Institute of Electrical and Electronic Engineers	60
National Association for Information and Image Management	120
National Conference of States on Building Codes and Standards Inc.	150
National Electrical Contractors Association	60
National Institute of Building Sciences Applied Technology Council	90
Sheet Metal and Air Conditioning Contractors National Association	50
Society for Fire Protection Engineers	80

Comments

1. The proposed ordinance, as submitted to the Board of Supervisors, lists 15 new memberships for DPW. However, according to Mr. James Hutchinson of the the Bureau of Building Inspection (BBI), Department of Public Works, the names of two organizations, the National Association of Building Sciences and the Applied Technology Council, were inadvertently combined and listed as one organization. Therefore, the proposed legislation should be amended to correct this clerical error to propose sixteen new memberships, rather than fifteen, and should change the "National Institute of Building Sciences Applied Technology Council" (Lines 22-23) to the "National Association of Building Sciences" and add the "Applied Technology Council" which has an annual membership fee of \$80.

2. Annual membership fees for the sixteen organizations, including the Applied Technology Council, total \$2,115 and are included in the Department's 1990-91 budget.

3. The Budget Analyst's prior recommendation of approval of membership fees for these sixteen organizations in the 1990-91 budget was based on BBI's written budget explanation at that time that the membership fees were for continuing memberships and that the organizations were authorized in the Administrative Code. However, in light of their status as new, rather than continuing, memberships, the Budget Analyst views their approval as a policy matter for the Board of Supervisors. As of the writing of this report, the BBI has provided justifications for 12 of the 16 proposed membership organizations, which are attached, but has not provided justifications for the American Iron and Steel Institute, the California Association of Code Enforcement Officers for Housing Inspection, the National Electrical Contractors Association and the Sheet Metal and Air Conditioning Contractors National Association.

### Recommendations

Approval of the proposed ordinance is a policy matter for the Board of Supervisors, given that at the time of the FY 1990-91 budget hearings, BBI submitted written budget explanations that the membership fees were for continuing memberships and that the organizations were already authorized in the Administrative Code.

If the Board of Supervisors approves the proposed ordinance, amend the legislation to propose sixteen new memberships, rather than fifteen, change the "National Institute of Building Sciences Applied Technology Council" on Lines 22-23 to the "National Association of Building Sciences" and add the "Applied Technology Council" with an annual membership fee of \$80. This amendment would correct a clerical error, as noted in Comment 1, above.

## AMERICAN INSTITUTE OF ARCHITECTS

Membership in the AIA requires membership in the national organization plus membership in the local chapter; in this case, San Francisco Chapter American Institute of Architects (SF/AIA). Previously, the local chapter was Northern California Chapter AIA, but with Oakland, Marin County and other establishing local chapters, the Northern California chapter became San Francisco.

The AIA is an association of the majority of architects across the country. Through their state group, California Council AIA (CCAIA), and their local chapter code committees are able to influence law makers on legislation affecting the construction industry and local code enforcement. It is essential therefore, to be partners with them, to work with them, to dialogue and exchange ideas and concerns with them in their territory to a beneficial and mutual understanding.

## AMERICAN INSTITUTE OF STEEL CONSTRUCTION

The American Institute of Steel Construction (AISC) is the non-profit technical specifying and trade organization for the fabricated structural steel industry in the United States. The Institute's objectives are to improve and advance the use of fabricated structural steel through research and engineering studies to develop the most efficient and economical design of structures. The Institute publishes manuals, textbooks, specification and technical booklets. Best known and most widely used are the Manuals of Steel Construction and the Specification for Structural Steel Buildings and the Code of Standard Practice for Steel Buildings and Bridges.

Our Plan Review Engineers have to keep their knowledge current by getting technical information and timely articles on structural applications and design of structures. The Institute conducts seminars regularly for its members and these seminars are very helpful in development and training of our personnel. This also serves as a program for continuing education which is very essential for our engineers.

## AMERICAN SOCIETY OF HEATING, REFRIGERATION AND AIR CONDITIONING ENGINEERS

This is a national organization that the Bureau of Building Inspection presently maintains memberships in. It is an association of engineers active in the regulation and standardization of the mechanical systems within a building. They are active in code development and education, having already sponsored training seminars for the Bureau's personnel. They, through their code development program, are a major influence in the Uniform Mechanical Code. They have developed industry standards that are used across the country. It is important to the Bureau to maintain contact on an equal level to make use of and contribute to this important resource.

ASME - American Society of Mechanical Engineers was founded over a century ago in 1880 to serve its members, industry, and the government by encouraging the development of new technologies and finding solutions to the problems of an increasingly global technological society.

It also supervises an internationally recognized technical standard setting program dealing with various Codes and Standards.

By having the City become a member of this society, we will be aware of the changes, trends, and latest developments in the field of Mechanical Engineering and this will enable us to adjust our programs accordingly to serve the people of San Francisco in a responsible and upto date manner.

Annual membership dues are \$80 per year per person. Monthly magazine and newsletter is included in the price of membership. Additional publications are to be paid at the published price.

Corporate membership is not available; society suggests putting in the name of a staff member to start the membership process.

For budget purposes, it is suggested that \$250 be set aside; both for membership and additional publications.

#### ASSOCIATION OF MAJOR CITY BUILDING OFFICIALS

This is an international (Canada only) Association of Major City Building Departments. They meet once a year to discuss issues associated with large cities and the code enforcement aspects of those large cities. Papers and minutes are produced to aid the major cities in their code enforcement work. Also, the AMCBO watches federal legislation that effect major cities and advice those cities accordingly. The benefit of membership in the organization is the healthy exchange of information between major cities. Ideas can be tested at the annual meetings to determine if anyone else has experience in implementing the new concept. Membership pays for itself by being able to discuss ideas and situations with the experts from other major cities. Lack of participation on San Francisco's part would be a detriment to continued growth.



#### COUNTY BUILDING OFFICIAL ASSOCIATION OF CALIFORNIA

As a City and County government, we must be aware of code issues that affect cities as well as counties. As an existing member of the California Building Officials (CALBO) we receive information of interest to cities; however, this group does not monitor information dealing with counties. The County Building Officials Association of California fulfills these needs. Membership becomes important so that BBI can be kept abreast of those law changes dealing with county issues. The issues include; code change issues, state legislative changes, and county ideas and issues developed by other counties and usable in San Francisco.

#### INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS AND NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

Membership in the Institute of Electrical and Electronic Engineers and the National Electrical Contractors Association will be beneficial for both our Bureau and the industries associated. These organizations are pivotal in the dissemination of information which is on "the cutting edge" of innovations in methods and materials.

Our Bureau would gain exposure with the code and technological expertise we could input into Association forums. I view this opportunity as ideal.

#### NATIONAL ASSOCIATION FOR INFORMATION AND IMAGE MANAGEMENT

The AIIM provides a knowledgeable group of informative industry professionals. The Bureau is embarking on a information enhancement program that includes imaging technology as a base. The Bureau will be able to use the AIIM group as a base for technological expertise. The need for a technical base is critical because this is an emerging field and expertise is not readily available in the surrounding workplace.



NATIONAL CONFERENCE OF STATES ON BUILDING CODES AND STANDARDS,  
INC.

NCSBCS is becoming a major source of information regarding changes in the Federal Government and how they impact local codes and standards. NCSBCS' responsibility is to monitor federal legislation and to inform member cities and states how they would impact local processes. Examples are the material mobile home requirements and just recently, the national handicapped regulations recently adopted by congress and signed into law by the President. NCSBCS will be the cities source to provide technical interpretations and data regarding BBI's obligation to now enforce federal handicapped regulations.

NATIONAL INSTITUTE OF BUILDING SCIENCES.

This organization develops and acts as a clearing house for dissemination of technical building construction practices and design criteria. The Architects and Engineers submitting plans and information to BBI use the services of the organization, and membership is necessary by BBI to keep abreast of the latest technological advances.

APPLIED TECHNOLOGY COUNCIL

This is the organization that developed the damage assessment process the City used after the October 17th earthquake. ATC develops several technological procedures of this nature. The Bureau benefits by being a member of this organization by getting a reduced rate on publications and training classes conducted by ATC. Also membership insures participation in the standards development process conducted by ATC.

## SOCIETY OF FIRE PROTECTION ENGINEERS

The SFPE organization is a national organization promoting the fire technological aspects of building codes. The main function of the organization is to provide design information to its membership on the latest technologies on building designs. Such items and residential sprinkler systems, high storage sprinkler protector, smoke detection, smoke control systems, and stairway pressurization criteria are all items SFPE helped develop. Membership is necessary to allow the Bureau to keep abreast of the current design criteria in fire protection technology.







Item 11 - File 97-90-34

**Item:** Ordinance amending Section 10.203 of the Administrative Code, to allow allocation of the Chinatown Open Space Fund for maintenance purposes, to require annual reporting by the Controller's Office to the Board of Supervisors, to require the vote of a quorum of the Recreation and Park Commission and the City Planning Commission, to provide for interest accruing to the fund and correcting certain references in the text of the legislation.

**Description:** Section 10.203 of the Administrative Code provides guidelines for the establishment, utilization, and administration of a special fund for the purpose of acquiring, improving and/or maintaining open space resources, park land and park facilities in the Chinatown Mixed Use Districts. The fund is jointly administered by the Recreation and Park Commission and the City Planning Commission.

The proposed ordinance would amend Section 10.203 of the Administrative Code as follows:

- (1) To provide that the Controller's Office file an annual report with the Board of Supervisors which outlines the amount of monies collected in the fund.
- (2) To add clarifying language which would provide that the fund can be used for improvements or maintenance of open space resources, park land and park facilities in the Chinatown Mixed Use Districts.
- (3) To add language requiring the vote of a quorum of each Commission, instead of a quorum of both Commissions.
- (4) To provide that at the close of any fiscal year, any balance remaining on interest earned on fund monies, be carried forward and used for the purposes for which the special fund was created.

**Comment:**

1. Mr. John Madden of the Controller's Office reports that the Controller's Office currently issues monthly FAMIS reports to the Recreation and Parks Commission and the City Planning Commission, which provide an ongoing account of monies collected in the Chinatown Open Space Fund. According to Mr. Madden, these monthly reports provide the two Commissions with a means of tracking the amount of monies in the fund on a monthly basis. Mr. Madden recommends that the Recreation and Park Commission and/or the City Planning Commission be responsible for the preparation of the proposed annual report to the Board of Supervisors. The proposed legislation specifies that the Controller's Office would prepare the annual report to the Board of Supervisors.

2. Ms. Judy Boyajian of the City Attorney's Office reports that the language which provides that the special funds can be used for the "improvement or maintenance of property" was added to paragraph (c) of Section 10.203, for purposes of clarity and in order to make the entire legislation consistent. Paragraph (c) of the legislation contains guidelines for the administration of the special fund.

3. Ms. Boyajian advises that the proposed legislation which would require the vote of a quorum of each Commission instead of a quorum of both Commissions, would ensure that the voting process would not be weighted in favor of either of the two Commissions.

4. The Controller's Office reports that under the City's existing provisions, any interest earned on the Chinatown Open Space Fund is applied to the General Fund. The proposed amendment would provide that interest earned on fund monies would be carried forward and credited to the special fund. The Controller advises that the Chinatown Open Space Fund has a balance of \$900,000, and has earned interest at a rate of approximately 8.5 percent for a total of \$76,500 for FY 1989-90, which has been deposited to the General Fund.

**Recommendations:** 1. Mr. Madden's recommendation that the Recreation and Park Commission and/or the City Planning Commission be responsible for preparation of the proposed annual report to the Board of Supervisors, instead of the Controller's Office, is a policy decision for the Board of Supervisors.



2. As previously noted, interest income is currently credited to the General Fund. The proposed legislation would credit the interest income to the special fund. Therefore, we recommend that Section 10.203(c) of the proposed legislation be amended to provide that any balance remaining from interest earned on the special fund monies be continued to be applied to the General Fund.
3. Approve the proposed ordinance as amended.



Item 12 - File 21-90-2

- Department:** Department of Public Works (DPW)  
Clean Water Program (CWP)
- Item:** Resolution approving amendment of a contract between the United States Army and the City and County of San Francisco, acting by and through the Chief Administrative Officer, regarding payment by the Presidio of San Francisco for sewer services.
- Description:** The proposed contract amendment would affect an existing agreement between the City and the United States Army to pay charges for sewage collection, treatment and disposal services provided by the City with regard to the Army's Presidio facilities. The proposed contract amendment requires Board of Supervisors approval because the anticipated annual revenues for such services is expected to exceed one million dollars pursuant to Section 3.502 of the City Charter.
- The proposed resolution would amend the existing contract by retroactively replacing the existing sewer service rate schedule in the subject contract with the rate schedule approved by the Board of Supervisors in Resolution No. 430-89 which made such rates effective July 1, 1989. The proposed resolution would also revise the existing contract to provide that future sewer service charge rates, set in accordance with procedures in City ordinances would automatically become the basis for payments to the City without the necessity of renegotiating the existing agreement.
- Comments:** 1. According to Mr. Stan Snoek of the Clean Water Program (CWP), the U. S. Army has paid sewer service fees to the City over the past four fiscal years for the amounts as follows:

<u>Fiscal Year</u>	<u>Amount</u>
1986 - 1987	\$1,612,908
1987 - 1988	1,642,691
1988 - 1989	1,783,112
1989 - 1990 (11 months) *	1,756,398

\* Based on an annualized amount the total for fiscal year 1989-90 would be \$1,916,398.

2 Although the agreement between the City and the U. S. Army to amend the sewer service rates for the Army's Presidio Facilities for fiscal year 1989-90 has been delayed since July 1, 1989, the actual payment of sewer service fees for fiscal year 1989-90 is being paid in accordance with the proposed amended rates.

3. For future years, the agreement between the City and the U. S. Army will be automatically revised to reflect changes to the City's sewer service fee schedules without the necessity to renegotiate the subject agreement. The effective date for the change in rates in the agreement will coincide with the effective date of the rate changes approved by the Board of Supervisors.

**Recommendation:** Approve the proposed resolution.

Item 13 - File 170-90-11

**Department:** Mayor's Office of Housing (MOH)

**Item:** Resolution authorizing the issuance, sale and delivery of Single Family Mortgage Revenue Bonds and approving other related documents and actions.

**Amount:** Not to exceed \$35,000,000

**Description:** The Mayor's Office of Housing (MOH) proposes to issue its Single Family Mortgage Revenue Bonds, Series 1990, to fund the City's ongoing First Time Homebuyer Program. This continues City policy as identified on May 11, 1981, with the passage of Ordinance 245-81, which declared the City's intent to engage in a home finance program to make home ownership more affordable to persons in the lower end of the purchasing spectrum and to encourage the construction of homes more affordable for such persons.

The proposed bonds, not to exceed \$35,000,000, would provide monies to acquire mortgage-backed securities backed by pools of home mortgages and guaranteed by the Government National Mortgage Association (GNMA) and the Federal National Mortgage Association (FNMA), and for such other purposes as set forth in the subject bond program.

Bond revenues will enable the Mayor's Office of Housing (MOH) and the San Francisco Redevelopment Agency (SFRA) to construct an estimated 300 homes for low and moderate income first time homebuyers from an inventory of eleven proposed housing developments totalling 448 units as follows:

<u>Project Name</u>	<u>Developer</u>	<u>No. of Units</u>	<u>Estimated Amount of Mortgages</u>
Hillside Village	Future Perfect Inc.	62	\$8,010,400
City View	Progress Seven, Inc.	15	2,215,875
Stony Hill Summit	Summit Partners	27	3,982,400
The Villages	GSI Holdings	27	3,945,540
Site DD-2 (Hunters Pt)	SF Hous, Devel. Corp	28	4,256,000
School Site (Hunters Pt.)	Hous Cons/Dev. Corp	40	6,080,000
Bay Vista Homes	Sammie Dukes	12	1,767,000
Fillmore Market Place	FMP Associates	28	4,389,000
Fillmore Renaissance	FR Associates	24	3,762,000
101 Valencia	HD&NP Inc.	115	12,880,000
PG&E Site (Texas/23rd)	(to be determined)	<u>70</u>	<u>8,312,500</u>
Total		448	\$59,600,715

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The additional 148 units (448 less 300) would be the subject of a future bond issue for single family homes.

The bond proceeds would be divided between the Mayor's Office of Housing (\$15,000,000) and the San Francisco Redevelopment Agency (\$20,000,000).

The Mayor would be authorized to execute an indenture for the subject bond issue up to \$35 million, with a maturity date for the bonds up to January 1, 2024 and with an interest rate at 9.00% per year. The trustee under the proposed indenture would be Security Pacific National Bank. Other terms of the proposed indenture including the date, maturity dates, interest rate or rates, interest payment dates, denominations, form, registration privileges, manner of execution, place of payment, terms of redemption and other terms of the bonds would be included in the indenture as finally executed. A proposed form of the indenture is currently on file.

The proposed resolution would also approve the following:

A bond purchase contract among the City, and three underwriters, Bear Stearns & Co. Inc., Grigsby, Brandford, Powell Inc. and Bank of America.

An origination, servicing and administration (OSA) agreement(s) for the bond issue. At the present time, IMCO Realty Services has been identified as the lender under an OSA agreement. However, the final selection of the lender(s) and the final allocation of the funds from the sale of the bonds would be made on a fair and equitable basis by the Mayor.

Form of City commitment. The proposed bond issues requires an issuance fee in the amount of approximately \$700,000 or two percent of the total bonded indebtedness of \$35 million. The proposed resolution authorizes the MOH Director to request a City allocation of up to \$350,000 to be paid from amounts under the 1982 Home Mortgage Assistance Trust Agreement which is under the authority of the MOH and the Bank of America. The remaining amount of the issuance fee totalling \$350,000 would be paid by the SFRA from tax increment housing funds budgeted in FY 1989-90 for the Hunters Point Redevelopment Project.



An official statement for the bonds. The Mayor is authorized to certify that the final official statement for the bonds is "deemed final" by the City as defined in Rule 15c, 2-12 of the Securities and Exchange Commission.

1990 Home Mortgage Assistance Trust Agreement. This Trust Agreement would transfer up to \$2,000,000 from the 1982 Home Mortgage Assistance Trust Agreement to be used in a fund to provide second mortgages for first time homebuyers for the City's portion of the proposed bond issue. An additional \$350,000 from the 1982 Home Mortgage Assistance Trust would pay for the City's Commitment Fee.

Rules and Regulations Establishing Eligibility Criteria for Lenders and the Rules and Regulations Establishing Eligibility Criteria for Mortgages and Home Mortgages.

The Mayor is authorized and directed to execute and deliver the bonds to the Trustee for authentication. The Trustee in turn will deliver the bonds to the Underwriters in accordance with written instructions which the Mayor will execute and deliver to the Trustee. Such instructions will provide for the delivery of the bonds to the Underwriters in accordance with the bond purchase contract.

The proposed resolution would designate the Mayor's Office of Housing to administer the Home Mortgage Finance Program on behalf of the City.

The Board of Supervisors is required to approve the subject bond issue pursuant to Section 147 (f) of the Internal Revenue Code of 1986.

**Comments:**

1 The Board of Supervisors has approved on May 21, 1990, Resolution No. 373-90, authorizing the Mayor's Office of Housing (MOH) to apply to the California Debt Limit Allocation Committee (CDLAC) for up to \$35 million in State authorization for bonds that would be issued for single family mortgage revenues during the summer of 1990. According to Mr. Joe LaTorre of MOH, the City stands a good chance of receiving the full amount requested.

2. In addition to the subject bond proposal, the MOH and SFRA will contribute funds from current housing programs to acquire housing sites, write down construction costs, and provide mortgage assistance subsidies. MOH has estimated that up to \$6 million in public funds would be needed for the purchase of housing sites for the proposed program which would come from the City's Office of Affordable Housing Production Program, the SFRA Tax Increment Housing Program and the Community Development Block Grant (CDBG) Program. SFRA would contribute an estimated \$600,000 in land write-down cost and \$3,155,000 in construction subsidies totalling \$3,755,000. Together, MOH and SFRA would contribute an estimated \$6,875,000 in second mortgage loans to purchasers to make the new homes affordable. In summary, these additional subsidies are as follows:

Land Purchases	\$6,000,000
Land Write-Down and	
Construction Subsidies	3,755,000
Second Mortgage Loan Financing	<u>6,875,000</u>
Total	\$16,630,000

3. MOH has identified the adding of 859 units to the low and moderate income housing stock as the result of past City efforts to leverage City funds with substantial resources of tax-exempt bond financing as follows:

<u>Development</u>	<u>No. of Units</u>	<u>Bond Issue</u>
Parkview Heights	120	1982
Dolores Plaza	105	1982
Holloway Terrace	42	1982
Amancio Ergina	72	1982
5800 Mission Street	20	1982
Miscellaneous Developers	73	1982
Silverview Terrace	24	1984
Goldmine Hill	69	1985, 1986
Parkview Commons	114	1985, 1986
Morgan Heights	<u>64</u>	1986
Total New Homes	703	
Existing Homes	<u>156</u>	1982
Total All Loans	859	

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. According to Ms. Barbara Smith, MOH Director, the proposed \$35 million in revenue bonds will be backed solely by the mortgages and will not be contingent upon the City's full faith and credit. Ms. Smith advises that the proposed bond issuance will not extend the City's financial commitments beyond existing programs currently in place, and will not involve any new commitment of General Fund monies.

5. Section 6 of the proposed resolution should be amended to identify the "agency" as the San Francisco Redevelopment Agency.

6. Section 11 of the proposed resolution appoints and directs the Mayor's Office of Housing (MOH) to administer the Home Mortgage Finance Program. Currently, MOH administers several other bond programs for the development of single and multi-family housing. Revenues from these programs are used in part for MOH administrative costs including salaries, professional services and office overhead which are not under the budget and fiscal provisions of the Charter. The Budget Analyst has requested an accounting of such funds from MOH. As it is anticipated that revenues from the proposed bond issue will also be used for MOH administrative costs, such administrative expenses should first be appropriated by the Board of Supervisors. Under these circumstances, Section 11 of the proposed resolution should be amended to add the provision that those revenues from the bond issue designated for MOH administrative cost be subject to the budget and fiscal provisions of the Charter. Further the City Attorney should be requested to prepare an ordinance to establish a special fund so that revenues used for administrative purposes would be subject to appropriation by the Board of Supervisors.

**Recommendations:** 1. Amend the proposed resolution as follows:

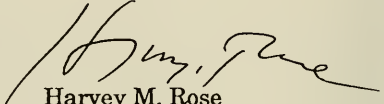
Section 6 (Page 5, Line 24), add "between the City and the San Francisco Redevelopment Agency (Agency)," after the word "agreement,".

Section 11 (Page 7, Line 30) add the following sentence. "Allocations of bond revenues designated by the Mayor's Office of Housing for administrative costs are subject to the budget and fiscal provisions of the Charter."

Memo to Finance Committee  
July 11, 1990

2. Approve the proposed resolution as amended.

3. Request the City Attorney to prepare an ordinance to establish a special fund in order that revenues to be expended for administrative purposes be subject to appropriation by the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CALENDAR - [ACTIONS TAKEN]  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS D

JUL 23 1990

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WEDNESDAY, JULY 18, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, ITEMS 1a, 1b, 1c, 1d, 1i, 1j, and 1k

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 38-90-10. [Acceptance of Gifts] Resolution accepting three gifts valued at \$151,988, for use by the Recreation and Park Department. (Recreation and Park Commission)
  - b) File 65-90-3. [Award of Negotiated Lease] Resolution accepting San Francisco Convention & Visitors Bureau as lessee of certain commercial space at Moscone Center Garage by negotiated agreement. (Real Estate Department)
  - c) File 101-88-91.3. [Release of Funds] Requesting release of reserved funds, Public Library, in the amount of \$175,000 for Environmental Impact Report. (Public Library)
  - d) File 101-89-151.1. [Release of Funds] Requesting release of reserved funds, Public Library, in an amount totalling \$512,000 for (\$162,000 Environmental Impact Report costs and \$350,000 Art Enrichment costs). (Public Library)
  - e) File 146-90-45. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Communicable Disease Control, Tuberculosis Control Division, to apply for, accept and expend a grant of \$988,315, from the Department of Health and Human Services for the Tuberculosis Control Project. (Mayor)

- f) File 146-90-46. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health, CHDP, to accept and expend funds in the total amount of \$1,559,646 from State Department of Health Services for child health and disability prevention services. (Mayor)
- g) File 146-90-47. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Emergency Medical Service Agency, to accept and expend a donation of \$8,500 from Quantum Chemical Corporation for a brochure for public education on the role of the Emergency Medical System. (Mayor)
- h) File 146-90-48. [Grant - State] Resolution authorizing the Department of Public Health, Central Administration, to apply for and accept a grant of \$3,991,643 from the State Department of Health Services for capital improvements projects under AB 75.
- i) File 147-90-2. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$9,000 available through the Library Services and Construction Act for the Fiscal Year 1990/91 for the microfilming of City directories. (Public Library)
- j) File 147-90-3. [Grant - State Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$33,000 available in State funds for Families for Literacy Program for Fiscal Year 1990/91. (Public Library)
- k) File 172-90-15. [Marine Terminal Agreement] Resolution approval of a five year marine terminal agreement with Evergreen Marine Corporation (Taiwan) Ltd. (Evergreen Line) for use of Port of San Francisco's South Container Terminal. (Port)
- l) File 143-90-3. [State Grant] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend grant funds in the amount of \$105,000 from the Office of Criminal Justice Planning for the Gang Violence Suppression Program and agreeing to provide cash match in the amount of \$35,000. (Supervisor Walker on behalf of the Mayor and Police Department.)

ACTION: ITEMS 1c, 1d, 1e, 1f, 1g, 1h, AND 1i SEVERED.  
REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1c, File 101-88-91.3. HEARING HELD.  
RELEASE OF \$175,000 RECOMMENDED. FILED.

ITEM 1d, File 101-89-151.1. HEARING HELD.  
RELEASE OF \$451,959 RECOMMENDED. FILED.

ITEM 1e, File 146-90-45. AMENDED TO REDUCE AMOUNT OF GRANT TO \$378,565. NEW TITLE:  
"[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, BUREAU OF COMMUNICABLE DISEASE CONTROL, TUBERCULOSIS CONTROL DIVISION, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$378,565 FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE TUBERCULOSIS CONTROL PROJECT. RECOMMENDED AS AMENDED.

ITEM 1f, File 146-90-46. RECOMMENDED.

ITEM 1g, File 146-90-47. RECOMMENDED.

ITEM 1h, File 146-90-48. CONTINUED TO 7/25/90.



ITEM 11, File 143-90-3. AMENDED TO DELETE AUTHORIZATION TO EXPEND FUNDS. NEW TITLE: "[State Grant] RESOLUTION AUTHORIZING THE CHIEF OF POLICE OF THE CITY AND COUNTY OF SAN FRANCISCO TO APPLY FOR AND ACCEPT GRANT FUNDS IN THE AMOUNT OF \$105,000 FROM THE OFFICE OF CRIMINAL JUSTICE PLANNING FOR THE GANG VIOLENCE SUPPRESSION PROGRAM AND AGREEING TO PROVIDE CASH MATCH IN THE AMOUNT OF \$35,000." RECOMMENDED.

REGULAR CALENDAR

2. File 172-90-13. [Agreement - Family Service Agency Respite] Resolution authorizing the execution of an agreement between the City and County of San Francisco and Family Service Agency of San Francisco to provide funds in the amount of \$89,950 for out of home respite services in support of child abuse and neglect prevention for Fiscal Year 1990-91. (Department of Social Services)

(Continued from 7/11/90.)

ACTION: RECOMMENDED.

- 3) File 172-90-14. [Agreement - Children's Home Society #2] Resolution authorizing the execution of an agreement between the City and County of San Francisco and Children's Home Society of California to provide funds in the amount of \$86,485 for in-home services in support of child abuse and neglect prevention for Fiscal Year 1990-91. (Department of Social Services)

(Continued from 7/11/90.)

ACTION: RECOMMENDED.

4. File 97-90-35. [License of Municipal Railway Transit Software] Ordinance amending Administrative Code by adding Section 1.37 thereto, authorizing the license and customization of Municipal Railway Transit Software; companion measure to File 97-90-36. (Public Utilities Commission)

ACTION: RECOMMENDED.

5. File 97-90-36. [Municipal Railway Transit Software Fund] Ordinance amending Administrative Code by adding Section 10.117-99 thereto, creating a Municipal Railway Software Fund for the purpose of receiving and expending monies generated from the licensing and customization of transit related software; companion measure to File 97-90-35. (Public Utilities Commission)

ACTION: AMENDED PER THE BUDGET ANALYST'S RECOMMENDATION. NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

6. File 23-90-1. [Claim Against the Government] Resolution waiving the Statute of Limitations with respect to payment of two certain warrants of the City and County of San Francisco, in the sum totalling \$1.616.14 respectively, a legal obligation of the City and County of San Francisco. (Employees Retirement System)

ACTION: RECOMMENDED.

7. File 157-90-1. [Departmental Fees] Transmitting Departmental Report of fees, for Fiscal Year 1990-91. (Controller)

ACTION: HEARING HELD. FILED.

8. File 100-90-7. [Selective Hiring Freeze] Resolution urging the Mayor to impose a selective hiring freeze with the goal that one-quarter of the general fund miscellaneous and craft positions vacated during FY 1990-91 be held vacant throughout the fiscal year. (Supervisor Hsieh, Kennedy)

ACTION: CONTINUED TO RECESSED MEETING ON MONDAY, 7/23/90  
AT 1:00 P.M.

0.25  
18/90  
CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

July 16, 1990

**TO:** Finance Committee  
**FROM:** Budget Analyst  
**SUBJECT:** July 18, 1990 Finance Committee Meeting

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Item 1a - File 38-90-10

**Department:** Recreation and Park Department

**Item:** Resolution authorizing the Recreation and Park Department to accept three gifts valued at \$151,988 from Pacific Gas & Electric (PG & E), Friends of Michelangelo Park and Friends of Recreation and Parks.

**Description:** The Recreation and Park Commission is requesting acceptance of three gifts, as follows:

1) PG & E has offered to donate \$16,068 for printing 87,000 Recreation and Park summer schedules of activities and classes. The schedules were distributed to children through public and private schools and various child care centers. Ms. Diane Palacio of the Recreation and Park Department states that the Department had originally budgeted \$4,200 for the cost of printing 8,000 schedules so they could be distributed to a number of schools and child care centers throughout the City but with PG & E's donation of \$16,068 (for a total cost of \$20,268), 79,000 additional schedules could be printed and delivered to all schools and child care centers in the City.

2) Friends of Michelangelo Park recently solicited donations, valued at \$103,870, for the restoration of Michelangelo Park, which is located on Greenwich Street between Jones and Leavenworth. According to Debrah Learner, Park Planner for the Recreation and Park Department, the area was formerly an old schoolyard with an asphalt lot, small community garden and aging play equipment. The recent renovation project, launched by the Recreation and Park Department, redesigned the area into a park with an entrance, small stage, deck and expanded garden.

The renovations were initially funded with \$384,000 from the Open Space Park Acquisition and Renovation Fund. However, these funds did not provide sufficient funding for the desired improvements. As a result, neighborhood members formed an ad hoc group, Friends of Michelangelo Park, and solicited individual and corporate donations of labor, funds and equipment, valued at \$103,870, to complete the necessary improvements. According to Ms. Leslie Schemel, Executive Director of Friends of the Recreation and Park Department, donated funds were used to purchase plants, irrigation and play equipment, and benches. Ms. Schemel also stated that volunteer labor was used to install the equipment. Installation of the play equipment was accomplished by the Conservation Corps. Michelangelo Park was dedicated June 3, 1990.

Funds for a half-time gardener for Michelangelo Park have been budgeted for 1990-91.

3) Friends of the Recreation and Park Department recently donated \$32,050 in renovations to the Marini Plaza, located in Washington Square. According to Ms. Schemel, the plaza was in poor condition and badly in need of beautification. Ms. Schemel stated that the Friends of the Recreation and Park Department cleaned the Plaza's pond and conducted statue restoration, low-maintenance planting and general clean-up. Ms. Learner has indicated that the renovations to the Plaza and the pond are complete and will require no additional expenditures.

**Comment:**

The Budget Analyst notes that the Recreation and Park Department has previously accepted these three gifts and approval of the proposed resolution would be a ratification of an action previously taken.

**Recommendation:** Approve the proposed resolution.

Item 1b - File 65-90-3

**Department:** Real Estate Department

**Item:** Resolution authorizing a negotiated lease of certain commercial space at the Moscone Center Garage.

**Location:** Moscone Center Garage, Commercial Lease Space Nos. 3 and 4.

**Purpose:** To provide expanded office space for the San Francisco Convention and Visitors Bureau.

**No. of Sq. Ft. and Cost/Month:** 1,050 sq. ft. @ \$1.00/sq.ft./month = \$1,050 rent /month

**Annual Rent:** \$12,600

**Term of Lease:** The lease would commence upon Board of Supervisors approval of the proposed resolution and extend to November 30, 1999, with one ten-year option period, providing that the proposed tenant has paid the full three-month security deposit and fulfilled all insurance requirements.

**Janitorial Services/  
Utilities paid by:** Lessee

**Comments:**

1. The Parking Authority Commission, which has jurisdiction of the subject property, has recommended the award of the lease to the proposed tenant, the San Francisco Convention and Visitors Bureau.
2. The Real Estate Department reports that the commercial space is in shell condition and that the proposed tenant will be required to make alterations at no cost to the City. The cost of these alterations is estimated to be approximately \$45,000.
3. Ordinance No. 254-86 authorizes the Director of Property to arrange for the direct lease of commercial space at the Moscone Center Garage on a negotiated basis. This authority was provided by the Board of Supervisors because of the previous difficulty experienced by the Department in leasing the space at this facility on a competitive bid basis.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 18, 1990

4. The Real Estate Department reports that the proposed monthly rental amount of \$1,050 represents the fair market rental of the space to be leased.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Items 1c and 1d - Files 101-88-91.3 and 101-89-151.1

**Department:** Public Library

**Proposed Actions:** Release of reserved funds previously approved for the new Main Library Environmental Impact Report (File 101-88-91.3). The funds for the EIR were reserved pending submission of details regarding the proposed contractual services.

Release of additional funds reserved for the Main Library EIR for application fees, for projected increases in the scope of work and for full service geotechnical services by the subconsultant on the EIR team and funds for the Art Enrichment Program (File 101-89-151.1).

**Amount:** \$175,000 for initial estimated Main Library EIR costs (File 101-88-91.3).

\$512,000, of which \$162,000 is for additional Main Library EIR costs and \$350,000 for the Art Enrichment Program (File 101-89-151.1).

**Description:** 1. The Board of Supervisors initially reserved \$175,000 for the Main Library EIR on March 15, 1989 pending detailed information on this request. On June 6, 1990, \$162,000 in additional EIR costs and \$350,000 for the Art Enrichment Program was also placed on reserve, pending additional information on the expenditure of these funds.

2. According to Mr. Russ Able of the Bureau of Architecture, Department of Public Works, the \$337,000 (\$175,000 plus \$162,000) reserved for the Main Library EIR would provide funds for a contract with Environmental Science Associates, Inc. (ESA) for the initial study, environmental site analysis, preliminary draft EIR and a geotechnical investigation, which would be conducted by Georesources Consultants, Inc., a subcontractor to ESA. Funds are also being requested for application fees to the Department of City Planning and a project contingency. The EIR project budget is as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Initial Study	\$14,500
Environmental Site Analysis	6,600
Preliminary Draft EIR	146,200
Geotechnical Investigation	55,600
Dept. of City Planning Fees	<u>62,000</u>
Total	284,900
Contingency (18% of \$284,900)	<u>52,100</u>

EIR Project Total                      \$337,000

3. Section 3.13 of the City Administrative Code states that up to two percent of the gross estimated project cost of new City buildings is to be made available for the Art Enrichment Program. Of that amount, up to five percent of these Art Enrichment funds shall be allocated to the Arts Commission to administer these funds. The total Art Enrichment Program budget for the Main Library will range between \$1.0 - \$1.8 million depending on whether the Art Enrichment Program budget is calculated using above ground construction costs (initial estimate of \$50 million) or total project construction costs (initial estimate of \$90 million). The \$350,000 request for release of reserve would provide a portion of the administrative costs for the Arts Commission and funds to establish contracts with selected artists. A total of \$289,959 of these funds would be allocated as follows:

Phase I

Curator II, Step V (660 hrs at \$37.37/hour)	\$24,664 *
Curator II, Step I (480 hrs at \$30.84/hour)	14,803 *
Artists Fees (4 contracts at \$30,000 each)	<u>120,000</u>
Total Phase I	\$159,467

Phase II

Curator II, Step V (190 hrs at \$37.37/hour)	\$7,100 *
Curator II, Step I (110 hrs at \$30.84/hour)	3,392 *
Artists Fees (4 contracts at \$30,000 each)	<u>120,000</u>
Total Phase II	<u>\$130,492</u>

Total Project Cost                      \$289,959

\* Total of \$49,959.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The Arts Commission has selected four artists to participate in the Main Library Art Enrichment Program and is currently involved in contract negotiations with the four artists concerning design proposals for the new Main Library Art Enrichment program (Phase I). After these contracts are executed, the artists will submit detailed design drawings of their proposals to the Arts Commission, the Library Commission and project architects. After the proposals have been reviewed, new contracts for involvement in the Main Library's design would be negotiated (Phase II).

**Comments:**

1. Environmental Science Associates, Inc. (ESA) was previously selected as the preferred consultant through evaluation of a Request for Proposal (RFP) for the Main Library EIR. Mr. Able states that work on the EIR should commence by August 15, 1990 and take between 12 and 15 months to complete. ESA, located in San Francisco, has received approval from the Human Rights Commission and the Civil Service Commission. ESA is not an MBE or WBE firm. ESA's time and billing rates for the Main Library EIR range from \$25 to \$200 per hour. Since this contract was awarded on a lump-sum basis, no details on the total numbers of hours needed for the EIR project are available.

2. Mr. Able states that \$55,600 of funds for a geotechnical investigation of the proposed Main Library construction site were added as part of the scope of work to be accomplished by ESA. The geotechnical investigation will make recommendations on construction methods to be used for building the Main Library. ESA has subcontracted this investigation to Georesources Consultants, Inc. Georesources Consultants, Inc. has been certified as a Minority Business Enterprise by the Human Rights Commission.

3. Mr. Able reports that after the project tasks listed in the project budget above are finished there would still be a number of steps that are needed to complete the EIR. These include preparation of the draft EIR, review of comments and responses, preparation of the final EIR and document printing and distribution. In addition, hazardous material sampling and analysis report of the site may be necessary, depending on what information is gathered from a historical review of previous uses of the proposed site. Mr. Able states that these tasks will be initiated with any remaining contingency funds but that additional funding to complete the EIR will likely be necessary. Mr. Able estimates that the total, final cost of producing the EIR would be \$400,000 which would require that an additional \$63,000 of supplemental funds would be needed beyond the presently requested \$337,000 release of reserved funds. Mr. Able adds that the budget for the Main Library's EIR has increased from the original estimate of \$175,000 to the current estimate of \$400,000 because the original estimate did not include the Department of City Planning Fees (\$62,000) or the geotechnical investigation (\$55,600) and that the scope of the EIR has also expanded.

4. As stated above, the actual budget for the Art Enrichment Program will depend on whether these funds are calculated on above ground construction costs or total project construction costs. Since the Art Commission may receive up to five percent of the Art Enrichment budget, the determination of the actual level of the Art Enrichment budget will effect the amount of monies received by the Arts Commission. However, Mr. Able states that the Art Enrichment budget will be at least \$1 million and that the Arts Commission would receive at least \$50,000 (5 percent) for administrative costs. The amount contained in this request for the release of the reserved funds for Arts Commission administrative costs is \$49,959 (the total of all listed personnel costs in the budget).

5. As shown in the budget above, the Arts Commission is only requesting release of \$289,959 of the \$350,000 in reserved funds. The balance of funds, \$60,041, should be kept on reserve. The requested release of reserved funds totalling \$512,000 (File 101-89-151.1) should, therefore, be reduced by \$60,041 from \$512,000 to \$451,959.

Memo to Finance Committee  
July 18, 1990

**Recommendations:**

1. Approve the release of \$175,000 for the Main Library Environmental Impact Report (File 101-88-91.3).
2. Approve the release of \$451,959 of which \$162,000 is for additional costs associated with the Main Library EIR and \$289,959 is for the Art Enrichment Program (File 101-89-151.1).
3. Continue to reserve \$60,041 in Art Enrichment Program funds (File 101-89-151.1).





Item 1e - File 146-90-45

**Agency:** Department of Public Health (DPH)  
Communicable Disease Control, Tuberculosis Control Division

**Item:** Resolution to apply for, accept and expend a continuation grant.

**Amount of Grant:** \$988,315. However, the DPH has been informed that the actual amount of the grant award will be \$378,565. The following report describes the grant project totalling \$378,565.

**Source of Grant:** U.S. Department of Health & Human Services

**Grant Period:** August 1, 1990 through July 31, 1991

**Project:** Tuberculosis Control Project

**Description:** The Tuberculosis Control Project would complement existing medical services by increasing the outreach to people who are at high risk of contracting tuberculosis. Major activities to be continued would include:

1. Surveillance - High risk groups, such as people who are in frequent contact with persons having tuberculosis, refugees, immigrants from Asia, the homeless, intravenous drug abusers and homosexual/bisexual men would be screened and treated for tuberculosis.
2. Containment - Containment activities would involve the monitoring of those clients not responding to drugs as well as clients who do not follow the recommended chemotherapy regimens.
3. Preventive Therapy - Preventive therapy would be targeted at those individuals who are at high risk of developing tuberculosis, such as persons with abnormal x-rays consistent with inactive tuberculosis, insulin-dependent diabetics, or individuals undergoing prolonged steroid therapy.

4. Education - Education to patients is provided by bilingual staff in various languages including Cantonese, Mandarin, Vietnamese, Tagalog and Spanish. The Tuberculosis Control Division would also continue to examine the correlation between tuberculosis and AIDS. San Francisco has the highest rate of tuberculosis cases in California, and the highest case rate nationally for large cities.

<b>Grant Budget:</b>	Personnel	\$190,918
	Fringe Benefits	53,547
	Equipment	6,417
	Contract Services	71,503
	Materials and Supplies	5,042
	Other	12,834
	Indirect Costs	<u>38,304</u>
	Total	\$378,565

<b>FTE Staff:</b>	Civil Service:	
	Disease Control Investigator	2.0
	Health Worker	3.0
	Secretary	0.5
	Clerk Typist	<u>2.0</u>
	Total	7.5

**Indirect Cost Rate:** \$38,304 or approximately 20% of personnel costs.

**Required Match:** None

**Comments:** 1. Mr. Tony Paz of the DPH reports that DPH had originally requested a grant amount of \$988,315 because the U.S. Center for Disease Control had indicated its intention to fund a new Tuberculosis Elimination Plan, in addition to the regular grant. However, according to Mr. Paz, the DPH has learned that they would not be receiving any of the Tuberculosis Elimination Plan funding they had requested. Instead, DPH would be receiving a grant of \$378,565, which would fund the continuation of the existing Tuberculosis Control Project programs.

2. In 1989-90, DPH received a total of \$359,872 for the Tuberculosis Control Project. The proposed 1990-91 grant for \$378,565 therefore represents an \$18,693 or five percent increase in funds.

3. The \$71,503 for Contractual Services would be work-ordered to Community Substance Abuse Services, who would then contract with non-profit organizations, to provide three part-time nurses to screen substance abuse patients for tuberculosis.

4. DPH has completed a Summary Grant Request which is attached.

**Recommendation:** Amend the proposed resolution to reduce the grant amount from \$988,315 to \$378,565 to reflect the actual amount of the grant award, and approve as amended.

Item No. \_\_\_\_\_

Health Commission - Summary of Grant Request

Grantor CENTERS FOR DISEASE CONTROL  
 Contact Person Carolyn J. Russell  
 Address 255 East Paces Ferry Rd., N.E.  
Atlanta, Georgia 30305  
 Amount Requested \$378,565  
 Term From 8/1/90 To 6/30/91  
 Health Commission \_\_\_\_\_

Division Community Public Health Services  
 Section Bureau of Disease Control/TB Control  
 Contact Person FRAN TAYLOR, M.D.  
 Telephone 558-4436 (Gisela Schechter, M.D.)  
 Application Deadline May 4, 1990  
 Notification Expected \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_ Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (expand) (expand) (new) (continuation) (allocation) (approximate \$888) grant in the amount of \$378,565 from the period of August 1, 1990 to July 31, 1991 to provide assistance in the reduction and control of tuberculosis. ~~xxxxxxx~~

II. Summary: Diagnostic treatment, surveillance, screening, case finding, registry and medical consultation have been supported by this project for 8 years. The project serves all communities in San Francisco.

## III. Outcomes/Objectives:

1. To assure adequate treatment of cases by daily observed therapy. 2. To identify and treat infection in Substance Abuse Clinics where HIV infection increases risk. 3. Assist in the reduction and ultimate elimination of tuberculosis by instituting intensified outreach

## IV. Effects of Reduction or Termination of these Funds:

Current activities, daily observed therapy and screening and preventive therapy for infection in substance abuse sites would have to be discontinued. Proposed activities, intensified outreach and screening, information and education activities and improved patient care would not be realized.

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$ 159,872	\$ 359,872	\$ 378,565	\$ +18,693	-0-	
Personnel	129,286	235,717	190,918	-44,799	-0-	
Equipment	-0-	3,020	6,417	+ 3,397	-0-	
Contract Svc.	-0-	72,000	71,503	- 497	-0-	
Mat. & Supp.	1,500	9,229	5,042	- 4,187	-0-	
Facilities/Space	-0-	-0-	0	0	-0-	
Other Travel	9,000	3,878	12,834	+ 8,956	-0-	
Indirect Costs	20,086	36,028	38,304	+ 2,276		
VI. Data Processing (costs included above)	-0-	-0-	6,417	+ 6,417	-0-	

## VII. Personnel

	FTE CSC	FTE CSC	Contractual
FTE CSC	4	7.0	7.0
FTE CSC	0	2	0.5
Contractual	0	1.5	1.5

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: none are provided

Will grant funded employees be retained after this grant terminates? If so, how?

Yes, by placement in ad valorem positions.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X

(If sole source, attach Request for Proposals Form)

Rev. 4/3/90

Item 1f - File 146-90-46

**Department:** Department of Public Health (DPH)  
Family Health Bureau

**Item:** Resolution to accept and expend a continuing State allocation.

**Amount:** \$1,559,646

**Source of Allocation:** State Department of Health Services and Proposition 99

**Term of Allocation:** July 1, 1990 through June 30, 1991

**Project:** Child Health and Disability Prevention Program (CHDPP)

**Description:** The CHDPP service includes four programs: Child Health and Disability Prevention, Early Periodic Screening Diagnosis and Treatment (EPSDT), Public Health and Nursing Enhancement (PHNE) and Prenatal Care Guidance. The services facilitate regular pediatric health screening for Medi-Cal children under 21, and for children in low income families, ages up to 29 months and those entering the first grade. Information, referral and outreach services are also provided to families of the children and pregnant women eligible for Medi-Cal. This year, anti-tobacco health education will be added to the program through additional funding from Proposition 99 Tobacco Tax monies.

**Grant Budget:**

Salaries	1,076,099
Fringe Benefits	322,830
Materials and Supplies	11,380
Rent	12,600
Indirect Costs	<u>136,737</u>
Total	\$1,559,646

The total allocation of \$1,559,646 consists of Child Health and Disability Prevention (\$261,451), EPSDT (\$381,451), PHNE (\$507,496), and Prenatal Care Guidance (\$409,248).

<b>FTE Staff:</b>	Civil Service:	
	Program Deputy Director	.25
	Secretary	1.00
	Clerk Typist	2.25
	Health Worker	4.00
	Nurse	8.00
	Nutritionist	<u>.50</u>
	Total	16.00

**Indirect Cost**

**Rate:** \$136,737 or 9.8 percent of personnel costs totalling \$1,398,929.

**Required Match:** \$302,166, which is included in DPH's 1990-91 budget.

**Comments:** 1. Of the four CHDPP programs, the Child Health and Disability Prevention Program does not have a required match, however the other three programs, EPSDT, PHNE, and Prenatal Care Guidance do have required matches totalling \$302,166. As previously noted, the \$302,166 match is included in DPH's 1990-91 budget.

2. According to Ms. Linda Ahern of DPH, the tentative allocation of the Proposition 99 funding is \$71,230, all of which will be used within the Child Health and Disability Prevention Program for the new anti-tobacco health education.

3. In 1989-90, DPH received a total of \$1,341,628 for the CHDPP Services. The proposed 1990-91 grant for \$1,559,646 therefore represents a \$218,018 or 16 percent increase in funds.

4. The DPH has completed a Summary of Grant Request which is attached.

**Recommendation:** Approve the proposed resolution.



Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Health Dept.  
 Contact Person RICARDO MORALES  
 Address 714 P Street, Rm. 708  
Sacramento, CA 95814

Division Family Health  
 Section Child Health & Disability Prev. (CHDP)  
 Contact Person Mildred Crear  
 Telephone 558-2403

Amount Requested \$ 1,559,646  
 Term: From 7-1-90 To 7-1-91

Application Deadline n/a  
 Notification Expected \_\_\_\_\_

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 1,559,646 from the period of 7-1-90 to 7-1-91 to provide REFERRAL FOR WELL CHILD & PRENATAL services.

II. Summary: (Context/history; need addressed; number & groups served; services and providers)

Outreach services to 88,000 Medi-Cal and low income children 0-21 years to get them under medical care. Outreach and case management services to high risk pregnant Medi-Cal women.

III. Outcomes/Objectives:

To inform new target population of CHDP eligibility to increase the number of CHDP exams. Promote anti-tobacco health education to provider community.

IV. Effects of Reduction or Termination of These Funds:

Decrease in-service to this high-risk population.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	711,510	1,341,628	1,559,646	218,018	302,166	
Personnel	633,750	1,190,378	1,398,929	208,551	246,762	
Equipment						
* Contract Svc.						
Mat. & Supp.	9,240	26,682	11,380	-15,302		
Facilities/Space	9,088	9,088	12,600	3,512	2,650	
Other					46,454	
Indirect Costs	59,432	116,319	136,737	20,418		

VI. Data Processing

(costs included above)

VII. Personnel

	11	13	13	0
F/T CSC				
P/T CSC			3	3
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

Funding will continue in 1991-92.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)





Item 1g - File 146-90-47

- Department:** Department of Public Health (DPH)  
Emergency Medical Services (EMS) Agency
- Item:** Resolution authorizing the Department of Public Health, Emergency Medical Services Agency to accept and expend a donation.
- Description:** The Quantum Chemical Corporation has offered to donate \$8,500 to the EMS Agency to produce an educational brochure. Ms. Abbie Wiley of the EMS Agency reports that the Agency currently has no printed educational materials available for distribution to the public. The proposed brochure, which would be aimed at educating the public on the role of the Emergency Medical Services (EMS) System, would include the following information:
- (1) a brief description of the EMS System;
  - (2) the EMS Agency mission statement;
  - (3) roles and responsibilities of the EMS System;
  - (4) roles of the citizen;
  - (5) procedures for the public to follow in routine situations;
  - (6) procedures for the public to follow in disaster situations; and
  - (7) a resource list.
- Comments:**
1. The EMS Agency reports that 10,000 copies of the brochure would be produced. Plans for distribution of the brochure have not, as yet, been developed. The Agency advises that one option for distribution would be public service events where there is EMS Agency participation.
  2. Based on estimates provided by the EMS Agency, it is anticipated that the cost to print 10,000 copies of the brochure would be \$4,900 and the cost to develop the brochure, including design, layout, artwork, etc., would be \$3,600, for a total estimated cost of \$8,500. The costs to distribute the brochure would be absorbed by the EMS Agency.
  3. The City's EMS Agency is one of eleven EMS organizations in Northern California which received contributions, totalling approximately \$58,000, from the Quantum Chemical Corporation as a result of the October 17, 1989 earthquake.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Ms. Wiley reports that Quantum Chemical Corporation has offered to donate \$8,500 to the EMS Agency because of the company's awareness that in the event of an accident or emergency related to the chemicals that the Quantum Chemical Corporation produces, EMS organizations could provide vital support services.

4. Quantum Chemical Corporation, which is headquartered in New York City, produces plastic and markets propane gas. The company's Suburban Propane Division has 64 offices throughout California.

**Recommendation:** Approve the proposed resolution.

Item 1h - File 146-90-48

**Department:** Department of Public Health (DPH), Central Office

**Item:** Resolution to apply for and accept a grant allocation.

**Amount of Allocation:** \$3,991,643

**Source of Allocation:** State Department of Health Services under AB 75, the Proposition 99 Tobacco Tax enabling legislation.

**Funding Period:** July 1, 1990 through June 30, 1994

**Project:** AB 75 County Capital Outlay Plan

**Description:** The proposed \$3,991,643 grant allocation would provide funding for county and private hospital and non-hospital capital outlay purposes, including facility repairs, renovation, remodeling, expansion, or acquisition or equipment needs. The State requires that no less than 67 percent of the funds be allocated to hospitals and no more than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community or free clinics. Funds allocated to county hospitals may only be used for inpatient, outpatient, emergency room or burn unit services, and funds for private hospitals may only be used for these same services except inpatient services. The State allows counties to determine the projects to be funded.

AB 75 Capital Outlay Funds are one-time funds that must be encumbered by June 30, 1992 and expended by June 30, 1994. The State allows counties to carry the monies forward during this time frame.

Based on recommendations of DPH's AB 75 Capital Outlay Fund Committees for Hospitals and Non-Hospitals, which is comprised of representatives from the San Francisco Community Clinics Consortium, the West Bay Hospital Conference, St. Luke's Hospital, Mt. Zion Hospital and DPH staff, the Health Commission has approved a preliminary list of projects to be included in the Capital Outlay Plan to be submitted to the State. The Health Commission reports that the State requires the submission of this preliminary Capital Outlay Plan before the City may receive the Capital Outlay Allocation monies.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The DPH reports that the DPH is requesting the authority to accept the funds at this time, rather than when a project list and budget has been finalized, in order to maximize the potential interest earnings on the proposed allocation. The authorization to expend these funds is not included in the proposed legislation and will be subject to future approval by the Board of Supervisors.

The DPH reports that they are requesting the authority to accept the funds now because AB 75 allows counties to retain the interest earned on the Capital Outlay Fund allocation and that the interest earned would be used to fund additional capital projects. The DPH estimates that the total interest earned on the allocation of \$3,991,643 could total approximately \$200,000 during FY 1990-91, depending on when the monies are actually received and expended.

The DPH reports that the Department will be issuing requests for proposals for contractual services to perform the capital improvements, and that the preliminary list of projects and related budgets will be revised based on the actual cost estimates for the projects. The DPH will submit the final list of projects to the Board of Supervisors for approval.

The preliminary Capital Outlay Plan, which was approved by the Health Commission at its meeting of June 5, 1990, includes a total of 35 projects and would allocate \$2,674,401 (67 percent) for City and private hospitals and \$1,317,242 (33 percent) for non-hospital facilities. The hospitals would include San Francisco General Hospital, St. Luke's Hospital and Chinese Hospital; and the non-hospital facilities would include the DPH Health Centers, DPH offices at Youth Guidance Center and mental health contracting agencies

**Project Budget:** The DPH has prepared a preliminary AB 75 County Capital Outlay Allocation Plan and budget, which is attached (Attachment 1).

**Indirect Cost:** None

**Required Match:** None

**Comments:**

1. The proposed Capital Outlay Plan would allocate \$303,979 to approximately 20 DPH Community Mental Health Services (CMHS) contracting agencies, which have not yet been identified (see Project No. 19, page 2 of Attachment 1). The DPH reports that the Department will select the contracting agency projects on a request for proposal basis.
2. Mr. Calvin Malone of the Capital Improvement Advisory Committee (CIAC) indicates that the CIAC has not yet reviewed the proposed AB 75 Capital Outlay Plan. Ms. Kathy Jung of DPH states that the DPH will submit the final AB 75 Capital Outlay Plan recommendations to the CIAC for review.
3. Ms. Jung states that the DPH will not be requesting General Fund monies to supplement the AB 75 Capital Outlay projects.
4. As noted above, the proposed legislation does not include the authority to expend the \$3,991,643 of AB 75 Capital Outlay Plan funds. The DPH reports that they will be requesting authority from the Board of Supervisors to expend these funds once DPH has prepared the final proposed AB 75 Capital Outlay Plan and the CIAC has reviewed the final proposed Plan.
5. The DPH has prepared a Summary of Grant Request, which is attached (Attachment 2). The Summary of Grant Request refers to an enclosure of approximately 80 pages, which, although not attached to this report, is included in the file.

**Recommendation:** Approve the proposed resolution.



# CAPITAL OUTLAY PLAN SUMMARY FOR THE COUNTY OF SAN FRANCISCO

COUNTY CONTACT PERSON NAME KATHY JUNG TITLE ST. Assistant Administrator

MAILING ADDRESS San Francisco General Hospital - 1001 Potrero Ave., San Francisco, CA 94110 TELEPHONE NO. (415) 821-8100

## I. COUNTY CAPITAL OUTLAY ALLOCATION (from Table HISP-5 OR CHSP-6)

### II. PROPOSED HOSPITAL CAPITAL EXPENDITURES TOTAL

PROJECT NUMBER	FACILITY TYPE	PROJECT DESCRIPTION	FACILITY NAME	AMOUNT
1	CH	Nursery Renovation	San Francisco General Hospital	\$1,500,000
2	CH	GI Clinic Renovation	San Francisco General Hospital	85,000
3	CH	Cysto Room Upgrade	San Francisco General Hospital	50,000
4	CH	Labor and Delivery Call Buttons	San Francisco General Hospital	50,000
5	CH	Code Blue Buttons	San Francisco General Hospital	20,000
6	CH	Camera Surveillance	San Francisco General Hospital	20,000
7	CH	Fluoro-Endoscopy Suite	San Francisco General Hospital	10,000
8	CH	Hospital Sign System	San Francisco General Hospital	200,000
9	CH	Adult Medical Clinic Renovation	San Francisco General Hospital	150,000
10	CH	Telemetry Room Expansion and Renovation	San Francisco General Hospital	150,000
11	CH	Aerosolized Pentamidine	San Francisco General Hospital	30,000
12	CH	Imaging Access	San Francisco General Hospital	60,000
13	CH	Chemotherapy Preparation Room	San Francisco General Hospital	25,000
14	CH	Physical Therapy Renovation	San Francisco General Hospital	24,401
15	PC	Emergency Department Expansion	San Francisco General Hospital	175,000
16	PC	Renovation of Front Lobby	St. Luke's Hospital Chinese Hospital	105,000
				\$1,317,242

### III. PROPOSED CLINIC EXPENDITURES TOTAL

PROJECT NUMBER	FACILITY TYPE	PROJECT DESCRIPTION	FACILITY NAME	AMOUNT
1	PH	HVAC System	Public Health - Health Center #1	\$ 73,424
2	PH	Exam Rooms [3]	Public Health - Health Center #1	\$ 60,000
3	PH	HVAC System	Public Health - Health Center #2	\$ 52,305
4	PH	Fire Alarm System	Public Health - Health Center #2	\$ 17,000
5	PH	Dumbwaiter-Replace	Public Health - Health Center #2	\$ 24,000
6	PH	HVAC System	Public Health - Health Center #3	\$ 52,305
7	PH	Public Address System	Public Health - Health Center #3	\$ 18,000
8	PH	Convert Front Doors	Public Health - Health Center #3	\$ 8,500
9	PH	Automatic Garage Gate	Public Health - Health Center #3	\$ 17,750
10	PH	Expand Clinic Registration Area	Public Health - Health Center #4	\$ 7,400
11	PH	Public Address System	Public Health - Health Center #5	\$ 18,000
12	PH	Convert Front Doors	Public Health - Health Center #5	\$ 8,500

CAPITAL OUTLAY PLAN SUMMARY FOR THE COUNTY OF SAN FRANCISCO

COUNTY CONTACT PERSON NAME KATHY JUNG TITLE Sr. Assistant Administrator

MAILING ADDRESS San Francisco General Hospital - 1001 Potrero Ave., San Francisco, CA 94110 TELEPHONE NO. (415) 821-8100

PROJECT FACILITY

PROJECT NUMBER	FACILITY TYPE	FACILITY NAME	AMOUNT
13	PH	Exam Rooms [2]	\$ 40,000
14	PH	Dumb Waiter - replace	\$ 24,000
15	PH	Perimeter Fence	\$ 12,000
16	PH	Public Health Clinic	\$ 60,000
17	PH	Telephone Conversion at Health Centers	\$ 260,000
18	PH	Health Center Management	\$ 261,079
19	PH	Mental Health Contractors	\$ 303,979

1725F  
6/25/90

Item No. \_\_\_\_\_

### Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Dept. of Health Services  
 Contact Person Peter Abbott, MD, M.P.H.  
 Address 714/744 P Street  
Sacramento, CA

Division \_\_\_\_\_  
Section Central Administration  
Contact Person Jeff Leong  
Telephone 554-2628

Amount Requested \$ 3,991,643  
Term: From 1/90 To 6/30/91  
Health Commission \_\_\_\_\_ Board \_\_\_\_\_

Application Deadline NA  
Notification Expected NA

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

1. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (reimbursement) (grant) in the amount of \$3,991,643 from the period of 7/1/90 to 6/30/91 to provide Capital expenditure and equipment acquisition, AB 75, services.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

SEE ENCLOSURE

### III. Outcomes/Objectives:

SEE ENCLOSURE

IV. Effects of Reduction or Termination of These Funds:

#### V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			\$3,991,643			
Personnel						
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

## VI. Data Processing

(costs included above)

## VII. Personnel

F/T CSC	_____	_____	NA	_____	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
NA

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid   X   Sole Source            (if sole source, attach Request for Exemption Form)

Item 1i - File 147-90-2

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept and expend a Federal grant.

**Grant Amount:** Not to exceed \$9,000

**Source of Grant:** Federal Library Services and Construction Act (LSCA) funds through the California State Library.

**Grant Period:** October 1, 1990 through September 30, 1991

**Grant Project:** Microfilming of city directories

**Project Description:** The San Francisco Public Library plans to use the grant funds to microfilm three copies of directories of people in the City of San Francisco that date from 1935 to the present in order to preserve these documents. These directories list residents of the City by name, address and phone number. The directories will be held in the San Francisco Public Library Newspaper and Directories Room, the San Francisco History Room, and the California State Library.

**Grant Budget:** The project is budgeted as follows:

<u>Grant Budget</u>	
Operating Costs	\$8,270
Indirect Costs	<u>413</u>
Total Grant Budget	\$8,683
 <u>In-kind Match</u>	
Personnel	\$4,907
Materials & Supplies	<u>300</u>
Total In-kind Match	\$5,207
 Total Project Budget	 \$13,890

**Local Match:** In-kind match of personnel is for selecting, packaging and sending of directories for microfilming and other administrative tasks plus funds for supplies, postage, and telephone costs.

**Indirect Costs:** \$413 (5% x \$8,270). The indirect costs are included in the grant funds.

**Comments:** 1. The operating expenses funded by the grant will pay for the microfilming plus production of the film.

2. Ms. Rebecca McDuff of the Public Library states that the microfilming project would utilize existing Library personnel and would not require the hiring of new personnel.

3. The Public Library has prepared a Summary of Grant Request, which is attached.

**Recommendation:** Approve the proposed resolution.

Item No. \_\_\_\_\_ - **Summary of Grant Request** Rcv. 4/10/90

<b>Grantor</b> <u>California State Library</u>	<b>Division</b> <u>SF Public Library</u>
<b>Contact Person</b> <u>Barbara Will</u>	<b>Section</b> <u>Information Services</u>
<b>Address</b> <u>1001 Sixth St Suite 300</u>	<b>Contact Person</b> <u>Rebecca McDuff</u>
<u>Sacramento, CA 95814</u>	<b>Telephone</b> <u>558-3193</u>
<b>Amount Requested</b> <u>\$ \$8,683</u>	<b>Application Deadline</b> _____
<b>Term:</b> From <u>10/1/90</u> To <u>9/30/91</u>	<b>Notification Expected</b> <u>8/10/90</u>
<b>Health Commission</b> _____	<b>Board of Supervisors:</b> <u>Finance Committee</u>
	<u>Full Board</u>

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (a) grant in the amount of \$8,683 from the period of 10/1/90 to 9/30/91 to provide preservation microfilming services.

(Circle appropriate words)

**II. Summary:** (Concise history, need statement, number + scope of work, services and provisions)  
The hardcopy city directories receive heavy use and are deteriorating. California State Library will provide funds to microfilm the city directories which are not available commercially, preserving them for the citizens of San Francisco. The library will provide an in-kind contribution through the use of current staff to execute the project.

**III. Outcomes/Objectives:**  
The objective is to preserve an important, deteriorating historical resource (1936-1982) for current and future use by the citizens of San Francisco and researchers from across the nation.

**IV. Effects of Reduction or Termination of These Funds:**  
If SFPL does not recieve these funds, the directories will not be microfilmed and the integrity of the entire collection is at risk. This is a finite project and does not require the continuation of funds.

**V. Financial Information:**

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			8,683			
Personnel					4,907	
Equipment						
Contract Svc.						
Mat. & Supp.					300	
Facilities/Space						
Other						
Indirect Costs			413			

**VI. Data Processing**  
(Costs included above)

**VII. Personnel**

F/T CSC	SEE ATTACHED	_____	_____	_____
F/T CSC	_____	_____	_____	_____
Contractual	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
No staff will be hired with grant funds. Existing personnel will execute the grant in addition to their regular duties. (SEE ATTACHED)

Will grant funded employees be retained after this grant terminates? If so, How?  
not applicable

**\*VIII. Contractual Services:** Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)

The following personnel will be involved in the project and constitute the SFPL in-kind contribution:

**22. Narrative support for in-kind contributions.**

STAFF	Approximate hours	Salary, including b
Karen Cox 3668	2	\$ 79
Rebecca McDuff 3634	30	989
Shirley McLaughlin 3632	10	292
Gardner Haskell 3630	60	1,486
Library Assistants 3610		
(in both areas)	40	698
Pages (in both areas) 3602	40	564
Gladys Hansen 3632	3	87
Anne Kincaid 3642	3	109
Marcia Schneider 3632	10	292
Ed Schickel 5322	5	104
Cataloger 3630(32)	2	58
Luddy Perez 1654	5	149
		<u>4,907</u>

Operating expenses \$300 including supplies, postage, phone, etc.



Memo to Finance Committee  
July 18, 1990

Item 1j - File 147-90-3

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept and expend a continuation grant.

**Grant Amount:** Not to exceed \$33,000

**Source of Funds:** California Library Services Act Funds, through the California Library Services Board.

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Families for Literacy Program

**Description:** This is a continuation of a program started in October 1988 for preschool children of parents who read at or below the fourth grade level. The primary emphasis is for preschool children to receive reading readiness preparation from their parents. Books are given to the participant families and the parents are taught techniques in reading aloud to their children. Trained volunteers teach the parents various methods for stimulating their child's verbal and reading skills.

Participants will be recruited from housing projects, Latino reading programs and other eligible households. The targeted parents would be concurrent participants in the adult literacy training program entitled Project Read.

**Grant Budget:**

The budget for the proposed grant is as follows:

<u>Personnel Costs</u>	\$26,352
Project Director - .5 FTE (3630 Librarian; includes Fringe Benefits)	
Total - Personnel Costs	\$26,352
<u>Operating Costs</u>	
Employee Use of Car	\$ 250
Printing	1,500
Book Purchases	2,000
Other	<u>1,000</u>
Total - Operating Costs	\$ 4,750
5% Indirect Costs	<u>\$ 1,555</u>
<u>Total Proposed Grant</u>	<u>\$32,657</u>

**Indirect Costs:** \$1,555 (5% x personnel and operating costs of \$31,102)

**Required Match:** None

**Comments:**

1. According to Ms. Neel Parikh of the Public Library's Office of Children's Services, the State originally funded the proposed Families for Literacy Program with the understanding that gradually it would be absorbed by Project Read. As a result of this understanding, as well as the completion of the design and implementation of the Families for Literacy Program, the Project Director will be budgeted at .5 FTE in 1990-91, rather than the .95 FTE which was budgeted in fiscal year 1989-90. As a result of this \$19,000 decrease in grant-funded salaries, as well as lower operating costs, the fiscal year 1990-91 grant budget of \$32,657 is \$20,925 less than the 1989-90 budget of \$53,582.

2. The Public Library has prepared a Summary of Grant Request, which is attached.

**Recommendation**

Approve the proposed resolution.

Item No. 1 J Summary of Grant Request

Rev. 4/10/90

Grantor California State Library Division Public Library  
 Contact Person Carol Tallon Section Office of Children's Services  
 Address Library Development Services Contact Person Neel Parikh  
1001 6th St. Sacramento 95814 Telephone 558-3518  
 Amount Requested \$ 32,657 Application Deadline May 29, 1990  
 Term: From July 1, 1990 To June 30, 1991 Notification Expected July 18, 1990  
 Health Commission Board of Supervisors Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) grant in the amount of \$ 32,657 from the period of July 1990 to June 1991 to provide Family Literacy services.

II. Summary: (Concise statement of objectives, goals, methods, services and provisions)

Illiterate parents currently enrolled in Project Read adult literacy program are encouraged to share reading with their preschool children. Parents are introduced to techniques and books for reading aloud to their children. Books are given to participant families. Project Read tutors work with parents to reinforce the program, special storytimes are offered for participant families.

III. Outcomes/Objectives:

Stop the cycle of illiteracy by helping the children of illiterate parents become readers and helping parents share reading with their children.

IV. Effects of Reduction or Termination of These Funds:

Services will be phased into ongoing programs and services provided currently by Project Read and by Children's Services. The program is being scaled down in preparation for this phase in and reflecting the end of the developmental period.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year Only	Proposed	Change		
Grant Amount	\$49,000	53,582	32,657		none	
Personnel	28,057	45,170	26,352	-17,113		
Equipment	0		0	0	none	
Contract Svc.	17,493	0	0	0	none	
Mat. & Supp.	1,000	5,860	4,750	-1,110	none	
Facilities/Space	0	0	0	0	None	
Other						
Indirect Costs	2,450	2,552	2,555			

VI. Data Processing

(from included above) 0 0 0 0 0

VII. Personnel salaries

F/T CSC	45,170	45,170	0
P/T CSC		26,352	+26,352
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: n/a

Will grant funded employees be retained after this grant terminates? If so, How?  
 as these employees are hired through civil service, they will retain their seniority and be re-absorbed in the library.

\*VIII. Contractual Services: Open Bid Sole Source (If sole source, attach Request for Proposals Form)



Item 1k - File 172-90-15

**Department:** Port of San Francisco

**Item:** Resolution approving a five year Terminal Agreement with Evergreen Marine Corporation (Taiwan) Ltd. (Evergreen Line) for use of the Port of San Francisco's South Container Terminal.

**Effective Date:** The proposed agreement would be effective upon the first day following approval by the Board of Supervisors and the Federal Maritime Commission.

**Term of Agreement:** Five years from start of agreement.

**Description:** The current Marine Terminal Revenue Sharing Agreement between the Port and Evergreen Line was effective from February 24, 1985 through June 30, 1990. A new five-year agreement with Evergreen Line is proposed by the Port to take effect on the first day of the month following the Board of Supervisors' approval of the proposed agreement. Once approved, the proposed new rates would apply retroactively to July 1, 1990.

Under the proposed new agreement, wharfage and dockage would be assessed, as in the present agreement, on a per-TEU\* basis according to a sliding scale. Wharfage is a charge against the amount of cargo that is loaded and unloaded on Port property, and dockage is a charge for parking ships at Port Facilities. Evergreen Line has guaranteed an annual minimum volume of 23,000 TEUs, or 115,000 TEUs over five years, loaded to or discharged from vessels (excluding empty containers). In addition, 49 annual vessel calls for vessels owned, chartered, operated, managed or controlled by Evergreen Line are guaranteed in the proposed agreement.

Commencing with the anniversary date for each year of the proposed contract, the following fees (with comparing existing fees) would apply for wharfage and dockage:

---

\* Twenty foot equivalent units (TEU) are standard size shipping containers measuring 20 ft. long by 8 ft. high by 8 ft. wide.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

WHARFAGE

DOCKAGE

<u>TEU</u>	Current Wharfage Per <u>TEU</u>	Proposed Wharfage Per <u>TEU</u>	<u>Vessel Calls</u>	Dockage Reduction from Tariff	
				<u>Current</u>	<u>Proposed</u>
From 1 to 20,000	\$32	\$33	From 1 to 30 calls	60%	60%
Next 20,001 to 30,000	30	33	Next 31 to 49 calls	60	60
Next 30,001 to 40,000	25	28	Next 49 to 70 calls	60	60
All TEUs over 40,001	24	27	All calls over 70	75	75

In the event the total contract-guaranteed volume (23,000 TEUs per year or 115,000 TEUs over five years) is not achieved, Evergreen Line would pay the difference between the total guaranteed contract volume and the amount of TEUs actually achieved at the prevailing rate for the TEUs 1 through 30,000 category in effect at the end of the contract term. The proposed amount for the 1 through 30,000 category is \$33 per TEU. The guaranteed rate under the previous five-year agreement was \$30 per TEU.

The agreement includes lower wharfage rates for empty containers and bulk liquid cargo. Wharfage on empty containers would continue to be at 50 percent of tariff, or approximately \$20,000 annually (approximately \$3 per TEU). Evergreen Line would pay wharfage on liquid cargo carried in bulk at the rate of \$0.27 per revenue ton.

As stated in the Evergreen Line Agreement, Evergreen Line would be afforded a downward rate adjustment during the life of the proposed contract if the Port offers and concludes an agreement with another carrier which has the same or smaller annual cargo volume as Evergreen Line. Under these circumstances Evergreen Line would be entitled to the lower rates charged to other carriers.

BOARD OF SUPERVISORS  
BUDGET ANALYST



**Comments:**

1. Mr. Roger Peters of the Port states that the proposed five-year extension represents a ten percent increase in the guaranteed wharfage rate of \$33 per TEU over the previous five-year agreement of \$30 per TEU. As shown in the table above, the wharfage rates would increase and the dockage rates would remain the same. According to Mr. Peters, the estimated revenue to the Port from Evergreens Line's operation under the new agreement would be approximately \$5,950,000 (\$1,190,000 annually) from wharfage and dockage charges during the five years of the proposed agreement.

2. For the fiscal year ending June 30, 1989, Evergreen Line made 54 vessel calls to the Port of San Francisco and generated approximately 34,216 TEU movements. The Port collected \$1,081,000 in revenues from Evergreen Line in fiscal year 1988-89 of which \$1,025,000 were in wharfage charges and \$56,000 were in dockage fees. Mr. Peters reports that the revenues from the 1989-90 fiscal year total approximately \$963,000, of which \$900,000 were in wharfage charges and \$63,000 were in dockage fees.

3. The estimated annual revenue of \$1,190,000 from wharfage and dockage charges under the proposed five year agreement represents an approximate 24 percent increase over the 1989-90 fiscal year revenues of approximately \$963,000.

**Recommendation:**

Approve the proposed resolution.





Item 11 -File 143-90-3

**Department:** Police Department

**Item:** Resolution authorizing the Chief of Police to apply for, accept and expend a continuation State grant.

**Amount:** \$105,000

**Source of Funds:** State Office of Criminal Justice Planning (OCJP)

**Grant Period:** July 1, 1990 through June 30,1991.

**Project:** Gang Violence Suppression Program

**Project Description:** This would be the fifth year of funding for the Gang Violence Suppression Program. Program funds are allocated to the Police Department's Gang Task Force Unit's activities. The Program objectives, as described in the grant proposal, are as follows:

1. Through investigation, and intelligence gathering, identify, arrest, and refer for prosecution gang leaders and members for acts of homicide, assault, robbery, extortion, and drive-by shootings.
2. Attend community meetings to educate the public in dealing with gangs and gang violence and its prevention.

**Project Budget:**

<u>Personnel</u>	
Data Clerk (1 FTE)	\$19,957
Overtime Pay	
Lieutenant (180 hours)	7,880
Inspectors (1,080 hours)	41,364
Officers (1,800 hours)	<u>59,454</u>
Subtotal - Personnel	\$128,655
<u>Operating Expenses</u>	
Training	\$ 945
Cellular telephone service	<u>2,000</u>
Subtotal - Operating Expenses	2,945
<u>Audit</u>	1,400
<u>Indirect Costs</u>	<u>7,000</u>
Total	\$140,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Indirect Costs:** \$7,000, or 5 percent of total project costs.

**Required Match:** \$35,000

- Comments:**
1. The total project amount of \$140,000 includes \$35,000 in local required matching funds. The \$35,000 is included in the Police Department's 1990-91 operating budget.
  2. The Police Department currently has 17 Officers and Inspectors assigned to the Gang Task Force Unit on a full-time basis. The proposed grant funds would pay for one Data Clerk and would provide for overtime pay to these uniform personnel, in addition to other program costs as outlined above.
  3. Sergeant Leon Crouere, of the Police Department, reports that the cellular telephones are used by the Gang Task Force Unit for surveillance purposes. Sergeant Crouere advises that these telephones are used as an alternative to police car radios, which can be monitored.
  4. The proposed grant amount of \$105,000 for Fiscal Year 1990-91 is the same grant amount received by the Police Department for 1989-90.
  5. Attached is the Police Department's "Summary of Grant Request" which was prepared by the Department for this State grant.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**SUMMARY OF GRANT REQUEST**  
**SAN FRANCISCO POLICE DEPARTMENT**

Attachment

Rev. 4/10/90

Grantor Office Criminal Justice Planning  
 Contact Person Olin Jones  
 Address 1130 K Street, Suite 300  
Sacramento, CA 95814  
 Amount Requested \$ 140,000.00  
 Term: From 07/01/90 To 06/30/91

Division Gang Task Force  
 Contact Person Sgt. Leon Crouere  
 Telephone 415-553-1404

Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Item Description: Request to \_\_\_\_\_ (accept and expend) a \_\_\_\_\_ (continuation)  
 State grant in the amount of \$105,000 from the period of 07/01/90 to 06/30/91  
 to provide Gang Suppression (i.e., arrest, prosecution of  
gang people.

I. Summary: (Concise summary of grant purpose, objectives, and results)  
 This is the 5th year of the Office of Criminal Justice Planning grant for Gang  
 Violence Suppression. There are no changes for this year's grant from last year.  
 The total grant budget is \$140,000.00. The State of California provides  
\$105,000.00 (75%) and the City & County of San Francisco provides a cash match of  
\$35,000.00 (25%).

II. Outcomes/Objectives:  
 The identification, arrest, prosecution of gang leaders and gang members for  
 homicide, assault, robbery, extortion and drug related offences. Make the com-  
 munity aware of gang problems and solutions.

III. Effects of Reduction or Termination of These Funds: The ongoing battle against gang  
 members and the violence that stems from gang incidents would not be able to be  
 addressed due to the lack of police presence that is provided by the additional  
 money that the grant makes available for officers to work. There are no other funds  
 available to support this program.

Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Reg. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Prev Year/Org.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Budget		<u>\$140,000</u>	<u>\$140,000</u>		<u>\$35,000 *</u>	
Personnel		<u>112,070</u>	<u>128,655</u>	<u>\$16,585</u>		
Equipment		<u>6,700</u>	<u>---</u>	<u>6,700</u>		
Contract Svc.		<u>---</u>	<u>---</u>	<u>---</u>		
Mat. & Supp.		<u>---</u>	<u>---</u>	<u>---</u>		
Facilities/Space		<u>---</u>	<u>---</u>	<u>---</u>		
Travel & Audit		<u>14,230</u>	<u>4,345</u>	<u>- 9,885</u>		
Direct Costs		<u>7,000</u>	<u>7,000</u>	<u>---</u>		

\*Included in \$140,000 grant budget amount.

IV. Data Processing

(See included above) \_\_\_\_\_

V. Personnel

vertime \_\_\_\_\_  
 Contractual \_\_\_\_\_  
 ired by grant \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 Regular salaries are paid by City & County of San Francisco for police officers.

Does the grant pay for additional overtime hours for the police officers.

Will grant funded employees be retained after this grant terminates? If so, how?

VI. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_  
 Is contractual employee a temporary position funded 100% by the OCJP grant and will  
 be funded by the City & County if the grant is not continued.



Item 2 - File 172-90-13

**Note:** This item was continued from the July 11, 1990 Finance Committee Meeting.

- Department:** Department of Social Services (DSS)
- Item:** Resolution authorizing the execution of an agreement between the City and County of San Francisco and the Family Service Agency of San Francisco, a non-profit organization.
- Amount:** \$89,950
- Contract Period:** July 1, 1990 through June 30, 1991
- Description:** The proposed resolution would authorize the continuation of an existing agreement between the City and County of San Francisco and the Family Service Agency of San Francisco for the Family Service Agency to provide out-of-home respite services for the prevention of child abuse and neglect. The program would be funded through the State of California's Papan Program with the City and County of San Francisco acting as the fiscal agent. The Family Service Agency would provide respite services for parents of children in danger of abuse or neglect because of family stress.
- Under the proposed agreement, DSS would compensate the Family Service Agency at a rate of \$50.39 per child for every 12 hours of respite care. The maximum annual reimbursable amount is \$89,950. Payments would be made on a monthly basis from bills submitted to DSS by the Family Service Agency.
- Comments:**
1. State funding for this program is currently pending approval of the State budget. According to Ms. Mary Counihan of DSS, there is a significant chance that the State funding for this program may be considerably reduced or eliminated.
  2. The Family Service Agency contract contains a clause allowing DSS to terminate the contract after 30 days notice. Furthermore, Ms. Counihan reports that, based on discussions with the City Attorney, DSS can terminate the contract with the Family Service Agency at any time.
  3. The contract period has already started (July 1), and the Family Service Agency is currently performing the services for DSS.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



4. If State funding is significantly reduced, Ms. Counihan reports that the City would shorten the contract to the coinciding funding level. If State funding is eliminated entirely, DSS could be liable for compensating the Family Service Agency for services rendered up to that point. However, the City also has a three year contract with the State for the Papan Program funding, so the State could ultimately be liable. Finally, Ms. Counihan indicated that given the current uncertainty surrounding the funding of this program, DSS is reluctant to enter into the Family Service Agency contract at this time.

5. Mr. Ray Sullivan of DSS reports that representatives from DSS are planning to attend the July 18, 1990 Finance Committee Meeting to discuss the Family Service Agency contract and possible alternatives for the Program should State funding be eliminated or significantly reduced.

**Recommendation:** Continue this item pending final approval of the State budget.

Item 3 - File 172-90-14

**Note:** This item was continued from the July 11, 1990 Finance Committee Meeting.

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the execution of an agreement between the City and County of San Francisco and the Children's Home Society of California, a non-profit organization.

**Amount:** \$86,485

**Contract Period:** July 1, 1990 through June 30, 1991

**Description:** The proposed legislation would authorize the continuation of an existing agreement between the City and County of San Francisco and the Children's Home Society of California for the Children's Home Society to provide in-home services for the prevention of child abuse and neglect. The program would be funded through the State of California's Papan Program with the City and County of San Francisco acting as the fiscal agent. The Children's Home Society would provide short term, emergency in-home counseling services to families who have been identified as under stress or in crisis, and whose children are at risk of out-of-home placement.

Under the proposed agreement, DSS would compensate the Children's Home Society at a rate of \$50.01 per family per hour of service. The maximum annual reimbursable amount is \$86,485. Payments would be made on a monthly basis from bills submitted to DSS by the Children's Home Society.

**Comments:** 1. State funding for this program is currently pending approval of the State budget. According to Ms. Mary Counihan of DSS, there is a significant chance that the State funding for this program may be considerably reduced or eliminated.

2. The Children's Home Society contract contains a clause allowing DSS to terminate the contract after 30 days notice. Furthermore, Ms. Counihan reports that, based on discussions with the City Attorney, DSS can terminate the contract with the Children's Home Society at any time.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. The contract period has already started (July 1), and the Children's Home Society is currently performing the services for DSS.

4. If State funding is significantly reduced, Ms. Counihan reports that the City would shorten the contract to the coinciding funding level. If State funding is eliminated entirely, DSS could be liable for compensating the Children's Home Society for services rendered up to that point. However, the City also has a three year contract with the State for the Papan Program funding, so the State could ultimately be liable. Finally, Ms. Counihan indicated that given the current uncertainty surrounding the funding of this program, DSS is reluctant to enter into the Children's Home Society contract at this time.

5. Mr. Ray Sullivan of DSS reports that representatives from DSS are planning to attend the July 18, 1990 Finance Committee Meeting to discuss the Children's Home Society contract and possible alternatives for the Program should State funding be eliminated or significantly reduced.

**Recommendation:** Continue this item pending final approval of the State budget.

Items 4 and 5 - Files 97-90-35 and 97-90-36

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Items:** The proposed ordinance would amend the Administrative Code by adding Section 1.37 to authorize the license and customization of Municipal Railway transit software (File 97-90-35).

The proposed ordinance would amend the Administrative Code by adding Section 10.117-99 to create a Municipal Railway Software Fund, a special fund for the purpose of receiving and expending monies generated from the licensing and customization of transit-related software (File 97-90-36).

**Description:** A proposed new Section 1.37 of the San Francisco Administrative Code, entitled License of Municipal Railway Transit Software, would authorize the General Manager of the Municipal Railway (MUNI) to (1) license or enter into agreements to license computer software which MUNI would create for transit-related purposes and (2) customize such software for licensees (File 97-90-35). In this regard, the General Manager could set rates for such computer services involving the licensing, installation and customizing of transit-related computer software to be purchased by other jurisdictions. The software that has been developed by MUNI is for transit scheduling. Funds generated from this activity would be deposited in a special fund entitled the Municipal Railway Software Fund (File 97-90-36).

A new Section 10.117-99 of the San Francisco Administrative Code, entitled Municipal Railway Software Fund, would authorize the creation of a special fund for the purpose of receiving all funds generated by MUNI from the licensing and customization of transit-related software. Monies from the fund could be expended for the following purposes:

- The payment of any expenses related to the marketing or licensing of transit-related software.
- The payment of any expenses related to the installation and customization of transit-related software on the user's (licensee's) premises.
- The payment of maintenance expenses for the computers used to develop transit-related software.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

- The purchase of additional hardware and software products.

The monies in the special fund, including any interest earnings, would be appropriated exclusively for the above stated purposes and not for any other purpose. Any funds remaining at the close of the fiscal year would be carried forward and accumulated in the fund for future expenses as required exclusively by the proposed ordinance.

Over the last several years, MUNI has developed four related computer programs from public domain software obtained from UMTA which MUNI has determined can be customized for other transit agencies. According to MUNI Acting Deputy Manager Angelo Figone, other Bay Area and California transit agencies are willing to enter into agreements with MUNI for the purchase of such software computer programs which MUNI can customize for the individual use of other jurisdictions. MUNI can customize these programs at no additional cost to the City from the income generated by the sale of such software programs and in turn benefit from the additional development of the programs.

**Comments:**

1. According to Mr. Figone, it is estimated that the proposed special fund would generate up to \$100,000 during the first year of operation. The special fund would be used for (1) staff travel to other jurisdictions for marketing and installing the software programs, (2) the purchase of additional computer equipment to enhance the program's software capabilities, (3) maintenance costs and (4) temporary employment to expand the program's outreach. Mr. Figone advises that the expenditure of funds for maintenance costs would relieve existing computer maintenance costs currently budgeted from the General Fund.

2. Expenditures from the MUNI Railway Software Fund could be used for the payment of any expenses related to the marketing, licensing, customization and installation of transit related software. The Budget Analyst recommends that the proposed ordinance be amended to specifically include reimbursement of General Fund personnel costs associated with these functions. This would ensure that the City would be reimbursed for any staff time expended on these projects. Mr. Figone states that the only software developed by MUNI is initially designed specifically for MUNI use and not developed in order to be sold to other jurisdictions. As a result, development expenditures of software products were not included as a reimbursable expense from the Software Fund in the proposed legislation.

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3. The Budget Analyst notes that the Controller currently has 114 special funds of which eight were established in Fiscal Year 1989-90. The Controller's Office incurs expenses in setting-up and maintaining these funds and also generates and sends monthly reports to each department having a special fund. These monthly reports include data on revenue, expenditure and account balances. The Budget Analyst recommends that to compensate for the Controller's Office staff time, interest earnings from the MUNI Railway Software Fund be credited to the General Fund and not to the special Muni Railway Software Fund.

Mr. Dave Fong of the Controller's Office reports that the Controller and the City Attorney are currently preparing legislation to establish a City-wide policy regarding the allocation of interest earnings and costs incurred by the Controller's Office concerning special funds.

4. The proposed ordinance establishing the MUNI Railway Software Fund would allow expenditures from the Fund upon approval by the General Manager of MUNI. The Budget Analyst believes that special funds should be subject to prior review and appropriation approval by the Board of Supervisors. However, Ms. Kathleen Kelly of the PUC states that since this proposed special fund would be new, it would be difficult to determine with any confidence the level of expenditures from the Fund during its first year of operation and that MUNI would not be able to respond to another transit agency in a timely manner if approval by the Board of Supervisors was required. Additionally, MUNI is unsure of how many requests it will have to receive and does not want to have to come before the Board of Supervisors each time it receives a request from another transit agency. The Budget Analyst, therefore, recommends that the ordinance be amended to require that expenditures from the Fund be subject to prior review and appropriation approval by the Board of Supervisors commencing July 1, 1991 at which point MUNI Railway would be able to better estimate the levels of expenditures from the Fund for the upcoming fiscal year.

- Recommendations:**
1. Approve the proposed ordinance (File 97-30-35) amending the Administrative Code by adding Section 1.37 authorizing the license and customization of MUNI Railway Transit Software.
  2. Amend the proposed ordinance establishing a MUNI Railway Software Fund (File 97-90-36) as follows:

**BOARD OF SUPERVISORS**  
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- a) To specifically state in the proposed Administrative Code Section 10.117-99(b) that expenditures related to the marketing, licensing, installation and customization of transit related software include reimbursement of General Fund personnel costs associated with these functions;
- b) Delete the language in Section 10.117-99(d) relating to interest earnings accruing to the special fund and add language stating that all interest earnings from the MUNI Railway Software Fund should accrue to the General Fund;
- c) Add language in Section 10.117-99(b) stating that after July 1, 1991, all expenditures from the MUNI Railway Software Fund be subject to prior review and appropriation approval by the Board of Supervisors commencing July 1, 1991;
- d) Approve the ordinance as amended (File 97-90-36).



Item 6 - File 23-90-1

1. The proposed resolution would waive the statute of limitations pertaining to the payment of City and County of San Francisco warrants. The statute of limitations for San Francisco warrants is four years. If approved, this resolution would authorize the Controller to replace the following two warrants which were previously issued to Mr. Titus Cherry, a former City employee, but were misplaced.

<u>Fiscal Year</u> <u>Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Purpose</u>
1978-79	500-0025512	\$808.07	Payment of Retirement Benefits
1978-79	500-0049551	<u>808.07</u>	Payment of Retirement Benefits
	Total	\$1,616.14	

2. The warrants listed above were issued through the Controller's Financial Services Division. The Controller's Office has verified that funds are available and that the original warrants have been returned by the Employee's Retirement System and cancelled by the Controller.

Recommendation

Approve the proposed resolution.



Memo to Finance Committee  
July 18, 1990

Item 7 - File 157-90-1

This item is a hearing to transmit the Controller's Departmental Report of Fees for fiscal year 1990-91.

The Controller's Office, pursuant to Section 3.17-2 of the Administrative Code, has prepared a comprehensive report of departmental fees for fiscal year 1990-91. This report dated May 15, 1990, has been provided to the Board of Supervisors, and is contained in the file. This report compares 1989-90 fees with the 1990-91 fees as recommended by the departments and contains cost data showing whether the departmental fees are recovering the full costs of the services provided by the City.

Recommendation

File the report.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 8 - File 100-90-7

1. The proposed resolution would urge the Mayor to impose a selective hiring freeze on miscellaneous and craft employees, with the goal of eliminating one-quarter of those positions which become vacant during fiscal year 1990-91. Positions required by consent decrees, memoranda of understanding, contracts, state or federal law, court decisions or other legal requirements would be specifically exempted from the hiring freeze. Positions would also be exempted which produce revenues in excess of their cost or which are fully funded from sources other than the General Fund.

2. The proposed resolution would also urge the Mayor to establish a five-member Requisition Review Committee consisting of the Mayor, the Chief Administrative Officer, the Controller, the General Manager of Personnel and the Budget Analyst of the Board of Supervisors or their designees. The hiring freeze would not apply to positions that a majority of the proposed Requisition Review Committee determine are essential to the function of the department or the provision of services to the public.

3. Based on the records of the Controller and the Retirement System, approximately 1,500 employees, or an average of 125 each month, leave City service each year. The Controller has estimated that a General Fund savings of \$4.4 million would result if 25 percent of the positions which become vacant between September 1, 1990 and June 30, 1991 are not rehired. The Budget Analyst concurs with the Controller's estimate.

Comments

1. In order for the proposed hiring freeze to have a direct "upfront" impact on reducing the Fiscal Year 1990-91 budget, the author of the proposed legislation intends to request that the Finance Committee amend the Mayor's proposed Fiscal Year 1990-91 budget, as previously amended by the Finance Committee, to increase salary savings by one percent in all General Fund and General Fund-supported departments which have more than \$1.0 million of Miscellaneous and Craft Salaries. For purposes of computing the salary savings and the cost of the related positions to be included in the hiring freeze, Registered Nurses, Municipal Railway Platform Operators, Uniformed personnel of the Police and the Fire Departments and Sheriff's personnel are to be excluded.

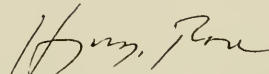
2. The Controller has estimated that the increased salary savings of one percent for Fiscal Year 1990-91 based on the criteria outlined above would result in total savings, including salary and mandatory fringe benefits, of \$5.5 million. Therefore the implementation of a hiring freeze, by the use of an "upfront" method of increased salary savings would result in a budgetary reduction of \$5.5 million for Fiscal Year 1990-91. The Budget Analyst has reviewed the Controller's computation and is in agreement with the \$5.5 million estimate of total savings from a one percent increase in salary savings in the General Fund departments as described above.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 18, 1990

**Recommendation**

The proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**C A L E N D A R**  
**RECESSED MEETING OF**  
**FINANCE COMMITTEE**  
**BOARD OF SUPERVISORS**  
**CITY AND COUNTY OF SAN FRANCISCO**

MONDAY, JULY 23, 1990 - 1:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 100-90-7. [Selective Hiring Freeze] Resolution urging the Mayor to impose a selective hiring freeze with the goal that one-quarter of the general fund miscellaneous and craft positions vacated during FY 1990-91 be held vacant throughout the fiscal year. (Supervisor Hsieh, Kennedy)

(Continued from 7/18/90.)

ACTION: MOTION TO AMEND BY SUBSTITUTING A 1% SALARY SAVINGS INCREASED REFUSED ADOPTION. TABLED.



CALENDAR - ACTION TAKEN  
SPECIAL MEETING OF  
FINANCE COMMITTEE

Board of Supervisors  
City and County of San Francisco

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MONDAY, JULY 23, 1990 - 1:00 P.M.

ROOM 228 CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 9:00 a.m. the date of the meeting.

1. File 100-90-1. [Annual Budget] Annual Budget of the City and County of San Francisco for the Fiscal Year 1990-91. (Mayor)

(7/9/90 - Rereferred to Committee by the Board with direction to return to the Board by 7/23/90.)

ACTION: HEARING HELD. BUDGET AMENDED. RECOMMENDED AS AMENDED. SUPERVISOR MAHER DISSENTING IN COMMITTEE.

2. File 101-90-2. [Annual Appropriation Ordinance] Annual Appropriation Ordinance for Fiscal Year 1990-91. (Mayor)

(Continued from 7/11/90.)

ACTION: RECOMMENDED. SUPERVISOR MAHER DISSENTING IN COMMITTEE.

3. File 102-90-2. [Annual Salary Ordinance] Annual Salary Ordinance for Fiscal Year 1990-91. (Civil Service Commission)

(Continued from 7/11/90.)

ACTION: RECOMMENDED. SUPERVISOR MAHER DISSENTING IN COMMITTEE.

4. File 97-90-30. [Residential Rent Stabilization and Arbitration Fee] Ordinance amending Administrative Code, Sections 37A.1, 37A.6, 37A.8, 37A.12 and 49.2. to exempt certain owner-occupied dwelling units and certain owner-occupied buildings according to proof, to establish two separate methods for a landlord's recovery of the fee from a tenant, one of which is a direct deduction from a tenant's security deposit, to decrease the non-payment delinquency period from ninety (90) to sixty (60) days, to expand the penalty and interest period, and to delete the termination clause. (Mayor)

(7/9/90 - Rereferred to Committee by the Board with direction to return to the Board by 7/23/90.)

ACTION: RECOMMENDED. SUPERVISOR MAHER DISSENTING IN COMMITTEE.

5. File 127-90-5. [Business/Payroll Expense Tax Changes] Ordinance amending Part III of the Municipal Code (Payroll Tax Ordinance and Business Tax Ordinance), by amending Section 1007 and adding Sections 1004.17 and 903.1 to reduce the annual business tax registration fee from \$200 to \$150, to eliminate the credit against business or payroll expense taxes for business tax registration fees paid, and to codify the reversion of tax rates to the pre-July 1, 1988 level; operative date. (Mayor)

(7/9/90 - Rereferred to Committee by the Board with direction to return to the Board by 7/23/90.)

ACTION: RECOMMENDED. SUPERVISOR MAHER DISSENTING IN COMMITTEE.

6. File 127-90-6.1. [Parking Tax Surcharge] Draft Ordinance increasing the parking tax surcharge from 5% to 10% effective July 1, 1990; amending Part III, Article 9 of the Municipal Code by repealing Section 602.5-1; effective date. (Supervisor Walker)

ACTION: CONTINUED TO CALL OF THE CHAIR.

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CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 19, 1990

TO: Finance Committee  
FROM: Budget Analyst [Recommendations]  
SUBJECT: July 23, 1990 Special Finance Committee Meeting

Item 1 - File 100-90-1

**Note:** This item was rereferred to the Finance Committee by the Board of Supervisors with direction to return the item to the Board by 7/23/90.

This item considers the annual budget of the City and County for Fiscal Year 1990-91. On July 9, 1990, the Budget Analyst submitted a report to the Board of Supervisors reflecting the Finance Committee's amendments to the Mayor's recommended 1990-91 budget.



Items 2 and 3 - Files 101-90-2 and 102-90-2

**Note:** These items were continued by the Finance Committee at its meeting of July 11, 1990

1. These items are to consider the Annual Appropriation Ordinance (File 101-90-2) and the Annual Salary Ordinance (File 102-90-2) for Fiscal Year 1990-91.

2. The Board of Supervisors previously approved the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance (Files 101-90-1 and 102-90-1).

3. The Finance Committee conducted hearings and budget review sessions on the Mayor's proposed budget for Fiscal Year 1990-91 and has made recommendations for amendments to the Mayor's Budget. The Mayor's budget with amendments recommended by the Finance Committee, was forwarded to the Board of Supervisors without recommendation. Subsequently, the budget as amended, was rereferred to the Finance Committee (see item 1, File 100-90-1).

4. The Controller's Office and the Civil Service Commission willl prepare revisions to the Annual Appropriation Ordinance and the Annual Salary Ordinance to be consistent with the amendments as finally approved by the Board of Supervisors.

Recommendation

Continue the proposed Annual Appropriation Ordinance and the Annual Salary Ordinance, pending approval of the FY 1990-91 budget by the Board of Supervisors.





Item 4 - File 97-90-30

**Note:** This item was rereferred to the Finance Committee by the Board of Supervisors with direction to return the item to the Board by 7/23/90.

The proposed ordinance would amend the San Francisco Administrative Code by amending Sections 37A.1, 37A.6, 37A.8, 37A.12 and 49.2 to exempt certain owner-occupied dwelling units and buildings, to establish two methods for a landlord to recover the annual Rent Board fee from tenants, to decrease the non-payment delinquency period from 90 days to 60 days, to expand the penalty and interest period and to delete the termination clause.

The current Rent Board fee ordinance is scheduled to expire on June 30, 1990. The current Rent Board's annual fee is \$8 per unit. Under the proposed ordinance, the current \$8 annual fee would continue to be imposed.

In 1989, the Board of Supervisors approved the creation of a Residential Rent Stabilization and Arbitration Fee and the elimination of the Rent Board's filing fees (File 97-89-25). This fee is based on the projected annual cost of funding the Rent Board plus related administrative costs, which would include, but not be limited to the City's Tax Collector and Assessor costs for related activities. The total projected annual cost is then divided by the total number of residential rental units estimated to pay the fee, based on the definition of residential units, as defined in Sections 203.4 and 203.7 of the San Francisco Housing Code. Under the current ordinance, residential units would not include the following: owner occupied units, owner occupied buildings containing four units or less, guest rooms, dwelling units in non-profit cooperatives, hospitals, convents or extended care facilities, non-profit homes for the aged or educational institutions.

Under the proposed ordinance, residential units would also not include:

- (1) any dwelling unit which is occupied by an owner of record on either a full-time or part-time basis and which is not rented at any time, provided that the owner files such an affidavit with the Tax Collector; and
- (2) an owner-occupied building containing four units or less wherein the owner files an affidavit with the Tax Collector stating that the owner resided in the building for a minimum of six months prior to November 1.

The proposed ordinance would then not apply to these exempt dwelling units.

The proposed ordinance would also establish two separate methods for a landlord to use to recover the annual Rent Board fee from tenants. Under the existing ordinance, the owner may recover the fee from the tenants by submitting a copy of the Tax Collector's bill to the tenant with a written request for payment within 60 days of the request. If the tenant fails to remit the requested amount, the owner may deduct the fee from the next interest payment owed by the landlord to the tenant on the tenant's security deposit. The proposed ordinance would permit the landlord to either:

- (1) deduct the fee from the next interest payment owed on the tenant's security deposit, by providing written notice of the deduction and purpose at the time the interest payment is due; or
- (2) bill the tenant directly for the fee, stating the amount for each unit, that the purpose is to fund the Rent Board and related administrative costs and that the fee is due and payable within 30 days of the date of the bill.

Chapter 49 of the Administrative Code specifies that a landlord must pay at least five percent simple interest per year on all security deposits held for at least one year for tenants. Therefore, under the proposed ordinance, the landlord could deduct the annual fee from the amount owed.

Under both the existing and proposed ordinance, the owner is liable for payment of the fee to the Tax Collector whether or not the owner recovers the fee amount from the tenant. The owner may seek recovery of the fee from the tenant of each residential unit who occupies the unit on November 1. However, the fees are due from the owner by October 1.

If the full payment is not received by the Tax Collector's Office, the proposed ordinance would decrease the delinquent bill provisions by 30 days, from the current 90 days to 60 days. After the account is considered delinquent, the Tax Collector would then send an additional request for payment, advising the recipient that if the payment is not received within another 30 days, a 25 percent penalty will be added, plus an interest charge of 1.5 percent monthly. After these notices of fees and penalties, the Board of Supervisors, in a noticed public hearing, can then add a \$49 charge for the Tax Collector and record a lien for the entire unpaid balance, including penalties and interest against the owner's real property. Under the current provisions, only the Board of Supervisors, in a noticed public hearing could add the 25 percent penalty, the 1.5 percent monthly interest charge and the \$49 Tax Collector charge to record the lien.

### Comments

1. The proposed ordinance establishes two separate methods for the landlord to collect the annual fee from the tenant. However, the proposed ordinance does not permit the landlord to use both methods, if one method is not successful, such as in the current legislation. For example, if the landlord bills the tenant directly for the fee and the tenant does not remit the fee to the landlord, under the current provisions, the landlord can then deduct the amount from the tenant's interest payment on the security deposit. However, under the proposed ordinance, if the tenant does not remit the fee when billed, the landlord does not have any recourse other than to take the tenant to small claims court to recover the amount billed.

2. The Mayor's recommended 1990-91 budget assumes that the Board of Supervisors will impose the same \$8 per residential unit annual fee that presently exists but is set to expire as of July 1, 1990, and includes revenues of \$1.2 million from this revenue source. The Mayor's 1990-91 budget for the Rent Board includes expenditures of \$1,292,323. In addition, the 1990-91 budget includes approximately \$135,000 in administration expenses for the Tax Collector's Office to bill and recover the proposed continuation of the \$8 annual per unit fee.

3. According to Ms. Anita Jin of the Tax Collector's Office, between October 4, 1989 and June 15, 1990, the Tax Collector's Office collected a total of \$1,281,318 from the current \$8 per unit Rent Board fee. Ms. Jin reports that there are still 4,962 delinquent bills, which are anticipated to be sent out this week. Based on the amount of each delinquent bill, including the penalties and interest expenses on these bills, Ms. Jin reports that an additional \$369,865 could be collected. Together with the \$1,281,318 of revenues already collected, a total of \$1,651,183 could be collected. This assumes that all of the delinquent bills would be paid, that liens will not be required on any of these delinquent bills and that the Tax Collector would therefore not collect any additional interest expenses or the additional \$49 charge to record a lien on each property.

### Recommendation

The proposed ordinance to impose the Residential Rent Stabilization and Arbitration Fee at the current annual rate of \$8 per unit, which is scheduled to expire as of July 1, 1990, and to amend some of its provisions is a policy matter for the Board of Supervisors. However, it should be noted that the Mayor's recommended 1990-91 budget assumes that the Board of Supervisors will approve this fee in 1990-91 at the same rate charged in 1988-89, to offset the costs of the Rent Board.



Item 5 - File 127-90-5

**Note:** This item was rereferred to the Finance Committee by the Board of Supervisors with direction to return the item to the Board by 7/23/90.

The proposed ordinance would amend Part III, Chapter 12B, Section 1007 of the San Francisco Municipal Code to impose an annual Business Tax Registration Fee of \$150, a decrease of \$50 annually or 25 percent from the current annual fee of \$200. The current annual fee of \$200 to expired effective July 1, 1990.

The proposed ordinance would also delete Section 1007(d), which permits taxpayers to apply the current \$200 annual registration fee as a credit against the gross receipt/payroll taxes owed for the year.

In addition, the Amendment of the Whole approved on June 13, 1990 would provide for the business (gross receipts) tax rates and the payroll expense tax rate at the 1.5 percent payroll tax rate level and the related gross receipts tax rate levels rather than the current 1.6 percent payroll tax rate level and the related gross receipts tax rate levels, as provided for in Ordinance Nos. 358-88 and 357-88, respectively. Under the proposed ordinance, the changes in fees and taxes would become effective on July 1, 1990.

In July, 1988, the Board of Supervisors approved amendments to the City's Municipal Code (File 127-88-1) to require annual renewal of Business Tax Registration Certificates and the annual payment of a \$200 Business Registration Fee. These provisions apply to all businesses operating in the City and County of San Francisco and to all contractors and vendors providing goods or services to the City. In December, 1988, the Board of Supervisors amended the Municipal Code (File 127-88-1.2) to exempt "small businesses" with annual gross receipts of \$15,000 or less from the \$200 Business Tax Registration Fee. This exemption would continue under the proposed ordinance.

In November of 1988, the Board of Supervisors appropriated (File 101-88-30) a total of \$859,748 to the Treasurer-Tax Collector for a Business Registration Fee Unit and amended the Annual Salary Ordinance (File 102-88-11) for the creation of 13 positions and for computer equipment costs and other operational-related costs associated with establishing a unit to process, enforce and collect the \$200 annual renewals of Business Tax Registration Certificates and the \$200 Business Tax Registration Fee. The Business Registration Fee Unit was also created to identify businesses located outside of San Francisco that do business in San Francisco and which would be subject to the Business Registration Fee. The Unit has also attempted to identify businesses that are not paying other taxes that are due to the City.

Comments

1. According to Mr. Richard Sullivan of the Tax Collector's Office, the annual \$200 Business Registration Fee is projected to generate \$8 to \$9 million in fiscal year 1989-90.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



2. The City's payroll tax rate is currently 1.6 percent and the gross receipts tax rates are at related levels. The Amendment of the Whole would officially repeal the City's gross receipts tax rates and the City's payroll expense tax rate, concerning the tax increases imposed on July 1, 1988 and then continued from July 1, 1989 through June 30, 1990. Approving the proposed ordinance would officially repeal the sunset clause on the current 1.6 percent payroll tax rate and the related gross receipts tax rates and the Amendment of the Whole would revert these tax rates back to the 1.5 percent and related levels effective July 1, 1990.

3. As proposed, for 1990-91, the payroll/gross receipts tax rates would be reduced to the 1.5 percent level. However, businesses can presently deduct the current \$200 annual Business Tax Registration Fee from the amount of payroll/gross receipts taxes owed for the year. While, the Mayor's proposed budget for 1990-91 contains the previously scheduled reduction in the payroll/gross receipts tax rates from the 1.6 percent to the 1.5 percent rate and related rate levels, the proposed ordinance would no longer permit businesses, which currently pay the payroll/gross receipts taxes, to be allowed a credit (against the amount of the payroll/gross receipts taxes owed to the City) of the proposed annual \$150 Parking Tax Registration Fee. Based on these proposals, the Mayor's recommended budget includes \$7.4 million of revenues for 1990-91.

4. A comparison of the existing ordinance and the proposed \$150 annual Business Tax Registration Fee ordinance, including the amount of revenues to be generated by each, are as follows:

	<u>Annual Registration Fee</u>	<u>Projected Revenues</u>
Current Ordinance	\$200	\$8 to \$9 million
Proposed Ordinance*	\$150	\$7.4 million

\* Includes provision that businesses that currently pay the payroll/gross receipts taxes will also pay the proposed \$150 annual Business Tax Registration Fee, without receiving a credit for the payments of that annual fee.

5. According to Mr. Sullivan, if an annual Business Tax Registration Fee of \$150 is imposed and no credit is given to businesses which pay the payroll/gross receipts taxes, he estimates a total of \$7.2 million to \$7.5 million would be generated in 1990-91. Mr. Sullivan reports that the same level of staffing and work will be required of the Tax Collector's Office regardless of whether the Business Tax Registration Fee is \$200 or \$150. In fact, according to Mr. Sullivan, even if there were no Business Tax Registration Fee, most of the costs incurred by the Tax Collector's Office would continue in order to issue the currently required annual renewal of the Business Tax Registration Certificates (separate and apart from the fee collection).



6. Mr. Sullivan reports that the Business Registration Fee Unit includes both the Business Tax Unit, responsible for processing new applications for registration, collecting fees and sending out delinquency notices and the Tax Clearance Unit, responsible for identifying businesses not currently registered, firms that are doing business in San Francisco and checking if such businesses owe other City taxes. In addition, there are two positions in the Purchaser's Office that are responsible for insuring that any firm that does business with the City of San Francisco is registered with the City and has paid all applicable taxes. According to Mr. Sullivan, the 1989-90 budgeted staff cost for these activities is approximately \$625,000 and including postage and materials and supplies totals approximately \$708,000.

7. Since 1988, when the Board of Supervisors approved the Business Tax Registration Certificates and the \$200 Business Tax Registration Fee, Mr. Sullivan reports that a total of 17,505 new Business Tax Registration Certificates have been issued. During this same time, the Tax Collector's Office has closed out 14,202 backlogged business registration files for businesses that have closed, gone out of business, no longer owe the City taxes, etc. Together, these two efforts have resulted in 3,303 net new business registrations for the City.

### Recommendation

Establishment of an annual Business Tax Registration Fee of \$150 and requiring that businesses which pay the payroll/gross receipts tax no longer be granted a credit for the payment of the Annual Business Tax Registration Fee against their gross receipts or payroll taxes is a policy decision for the Board of Supervisors. As previously noted, the current \$200 Business Tax Registration Fee expired effective July 1, 1990.



Item 6 - File 127-90-6.1

**Note:** This item was tabled by the Finance Committee at its meeting of June 20, 1990 under File 127-90-6.

**Item:** Ordinance which amends the Municipal Code to increase the Parking Tax Surcharge from 5% to 10% effective July 1, 1990.

The proposed legislation would end the deferral of the additional 5% parking tax surcharge. This would increase the total Parking Tax and the Parking Tax Surcharges from 20% to 25%, or an increase of 25%, as follows:

Current Parking Tax	15%
Current Parking Tax Surcharge	<u>5%</u>
Current Total Parking Tax and Surcharge	20%

Deferred Parking Surcharge never implemented for collection	<u>5%</u>
--	-----------

Proposed Total 15% Parking Tax and 10% Parking Tax Surcharge	25%
---	-----

**Description:** In June of 1980, the voters in San Francisco approved a 10% Parking Tax Surcharge (Proposition R) in addition to the existing 15% Parking Tax, thereby increasing the effective Parking Tax rate from 15% to 25% of parking fees charged at City-owned garages and privately-owned garages. After approval of this increase by the voters in June of 1980, the Board of Supervisors approved five six-month deferrals and one three-year deferral of its implementation. In December of 1985, the Board of Supervisors lifted the deferral on 5% of the deferred 10% surcharge, effective March 1, 1986, thereby effecting a 20% total parking tax and surcharge, and continued to defer the remaining 5% of the 10% parking tax surcharge authorized by the voters in 1980. Therefore, the total effective parking tax continues presently to be 20% (15% parking tax plus 5% parking tax surcharge).

**Comments:**

1. Two-thirds of the present 15% Parking Tax is allocated to the General Fund and one third of the 15% Parking Tax is allocated to the Senior Citizens Programs Fund. Proposition R required that the revenue from the additional 10% Parking Tax Surcharge be deposited entirely in the City's General Fund. The current 5% surcharge is allocated entirely to the General Fund.

2. The estimated amounts of the parking tax and the parking tax surcharge, as included in the Mayor's recommended 1990-91 budget amount, are as follows:

	<u>Total Amount</u>	<u>Amount Allocated to General Fund</u>	<u>Amount Allocated to Senior Citizens Programs Fund</u>
15% Parking Tax	\$21,500,000	\$15,500,000	\$6,000,000*
5% Parking Tax Surcharge	5,500,000	5,500,000	-
5% Parking Tax Surcharge (Proposed)	5,000,000**	5,000,000**	-
Total 15% Parking Tax and 10% Surcharge	<u>\$32,000,000</u>	<u>\$26,000,000</u>	<u>\$6,000,000*</u>

\* Conservative Estimate.

\*\* Assumes an effective date of August 1, 1990.

3. The Tax Collector is responsible for collecting the parking tax and parking tax surcharge. Mr. Sullivan of the Tax Collector's Office estimated the following revenues for fiscal year 1990-91:

	<u>Total Amount</u>	<u>Amount Allocated to General Fund</u>	<u>Amount Allocated to Senior Citizens Program Fund</u>
15% Parking Tax	\$19,575,000	\$13,050,000	\$6,525,000
5% Parking Tax Surcharge	6,525,000	6,525,000	-
5% Parking Tax Surcharge (Proposed)	5,100,000 *	5,100,000 *	-
Total 15% Parking Tax and 10% Surcharge	<u>\$31,200,000</u>	<u>\$24,675,000</u>	<u>\$6,525,000</u>

\* Assumes an effective date of September 1, 1990.

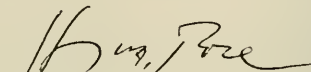
**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Based on the estimate of Mr. Sullivan, the total estimated amount of revenues to be realized from the General Fund will be \$24,675,000 or \$1,325,000 or less than the \$26,000,000 estimated in the 1990-91 budget.

4. The proposed legislation provides for the proposed additional 5% parking tax surcharge to be imposed as of July 1, 1990. Mr. Sullivan states that this proposed July 1, 1990 date is not realistic in that it does not provide sufficient time for the City-owned garages and the private parking facility operators to change signs and take care of various other administrative requirements, including the passage of necessary legislation for the City-owned garages. These matters must be completed in order to collect the proposed additional 5% parking tax surcharge. Mr. Sullivan recommends an effective date of September 1, which he believes would be a reasonable date to begin the imposition of the proposed additional 5% parking tax surcharge.

5. As noted in Comment No. 3 above, Mr. Sullivan of the Tax Collector's Office estimates that the Parking Tax revenues to be realized by the General Fund for 1990-91 are \$1,325,000 less than what is contained in the Mayor's 1990-91 budget. The Budget Analyst estimates that \$25,200,000 in Parking Tax revenues will be realized by the General Fund in 1990-91 assuming passage of the proposed 5% Parking Tax Surcharge with an effective date of September 1, 1990. Based on the Budget Analyst's estimate, the General Fund budgeted revenues are overstated by an estimated \$800,000 (\$26,000,000 included in budget less \$25,200,000 estimated by the Budget Analyst).

- Recommendations:** 1. Implementation of an additional 5% parking tax surcharge is a policy decision for the Board of Supervisors.
2. If the Board of Supervisors decides to adopt the proposed legislation, it should be amended by changing the operative date on line 7 page 2 from July 1, 1990 to September 1, 1990.

  
Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

SF  
\$90.25  
#1  
7/25/90

CALENDAR  
MEETING OF

FINANCE COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

JUL 24 1991  
SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, JULY 25, 1990 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 25-90-22. [Prop J Contract] Resolution c occurring with the Controller's certification that uniformed security services can be practically performed for the Public Utilities Commission by a private contractor for a lower cost than similar work services performed by the City and County employees. (Public Utilities Commission)
  - b) File 28-90-13. [Emergency Repair] Resolution approving emergency expenditure for repairs to Hetch Hetchy's Mountain Tunnel. (Public Utilities Commission)
  - c) File 28-90-14. [Emergency Repair - Municipal Railway] Resolution approving emergency expenditures for the removal and containment of asbestos containing insulating material at Powell and Montgomery Subway Stations of the San Francisco Municipal Railway. (Public Utilities Commission)
  - d) File 147-90-4. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$21,000 available from the United States Department of Education for a Project Read Outreach Program for Fiscal Year 1990-91. (Public Library)
  - e) File 147-90-5. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$24,000 available from the United States Department of Education to expand the operation of Project Read for Fiscal Year 1990-91. (Public Library)





- f) File 101-89-89.2. [Release of Funds] Requesting release of reserved funds, Public Library, in the amount of \$50,000 for services of other departments - Building Repair. (Public Library)
- g) File 100-89-1.19. [Release of Funds] Requesting release of reserved funds, Fire Department, in the amount of \$6,000, to provide a Management Training Media Program. (Fire Department)

ACTION:

REGULAR CALENDAR

- 2. File 100-89-20. Hearing to consider regular report from the Controller on the City Budget. (Supervisor Walker)
- (Continued from 3/28/90.)

ACTION:

- 3. File 146-90-48. [Grant - State] Resolution authorizing the Department of Public Health, Central Administration, to apply for and accept a grant of \$3,991,643 from the State Department of Health Services for capital improvements projects under AB 75.
- 4. File 114-90-4. [Fees] Ordinance amending Part II, Chapter I, of the San Francisco Municipal Code (Building Code) by amending Section 332.3 thereof, to modify the amount of the investigation fee for performing work without a permit. (Supervisor Hongisto)

ACTION:

- 5. File 114-90-6. [BBI Fee Schedule] Ordinance amending Building Code, by amending Sections 323, 330.1, 330.3, 331, 332, 332.1, 332.2, 332.3, 332.4, 332.5, 333.1, 333.2 and 333.3, relating to fee schedules. (Department of Public Works).

ACTION:

FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
ROOM 235, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102

IMPORTANT  
HEARING NOTICE

CITY LIBRARIAN  
PUBLIC LIBRARY  
CIVIC CENTER

D 0245



CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**BUDGET ANALYST - *Recommendation*

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 25, 1990

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: July 25, 1990 Finance Committee Meeting

DOCUMENTS DEPT.

JUL 26 1990

SAN FRANCISCO  
PUBLIC LIBRARYItem 1a - File 25-90-22

Departments: Public Utilities Commission (PUC)

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-I (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Uniformed Security Guard Services provided at seven MUNI maintenance facilities to protect against vandalism of buses and to provide security for collection of bus fare revenue.

**Description:** The Controller has determined that contracting for these security guard services in fiscal year 1990-91 would result in the following estimated savings:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Service Cost</u>		
Salaries	\$1,374,570	\$1,617,139
Fringe Benefits	382,698	437,881
Uniforms	8,610	8,610
Total	\$1,765,878	\$2,063,630
<u>Contracted Service Cost</u>	<u>919,271</u>	<u>919,271</u>
<u>Estimated Savings</u>	<u>\$846,607</u>	<u>\$1,144,359</u>

**Comments:**

1. Security guard services were first certified as required by Charter Section 8.300-1 in 1983 and have been provided by an outside contractor since 1975.
2. Burns International Security Services, Inc., the current contractor, has provided these contract security services since 1984. The contracted service cost used for the purpose of this analysis is an informal bid from the current contractor.
3. The contracted service cost of \$919,271 is a \$404,781 increase over last year's contract cost of \$514,490. However, Mr. Carlos Jacobo of the PUC reports that last year the PUC received a transfer from the MUNI budget for the additional \$404,781. Therefore, Mr. Jacobo reports, the contracted service level and cost have actually remained the same. The entire \$919,271 is included in the PUC FY1990-91 budget.
4. The Controller's supplemental questionnaire with the department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

**CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE**

Attachment

Department PUBLIC UTILITIES COMMISSION

Contract Services UNIFORMED SECURITY SERVICES

For the term starting approximately JULY 1, 1990 through JUNE 30, 1991

1) Who performed services prior to contracting out?

These services have always been performed through an outside contractor.

2) Number of City employees laid off as a result of contracting out?

None.

3) Explain disposition of employees if they were not laid off.

N/A

4) What percent of a City employee's time is spent on services to be contracted out?

N/A

5) How long have the services been contracted out?

Since 1975 (15 years).

6) When was the first fiscal year for a Proposition J certification?

1983-1984

7) How will contract services meet the goals of your MBE/MBE Action Plan?

It will conform with the PUC plan.

EDWARD HARRINGTON

Department Representative

923-2560

Telephone

RY:ac(85GEN60)





Item 1b - File 28-90-13

**Departments:** Public Utilities Commission (PUC), Hetch Hetchy

**Item:** Emergency Resolution. Section 6.30 of the Administrative Code states that approval by the Board of Supervisors is to be obtained for emergency expenditures in excess of \$25,000.

**Amount:** \$1,500,000

**Source of Funds:** Previously approved Hetch Hetchy San Joaquin Pipe Line Repair monies

**Description:** The PUC has declared that an emergency condition exists involving City property. Hetch Hetchy staff has determined that a portion of Mountain Tunnel, which is a section of pipeline in Tuolumne County that transports water to the Bay Area, is deteriorating. The PUC reports that in the Fall of 1989, a consultant study identified early stages of deterioration, and Hetch Hetchy staff has recently reassessed the Tunnel and has determined that the deterioration must be stopped as soon as possible in order to assure the integrity of the tunnel.

The project involves the construction of a mock tunnel pipeline to test the repair procedures, and the actual repair of the Mountain Tunnel. The PUC reports that the Mountain Tunnel is the only means of conveying water through this section of Tuolumne County and, therefore, the PUC does not want to experiment with repair procedures on the actual pipeline. The PUC also reports that the Mountain Tunnel can only be shut down for repairs during the late Fall, after deliveries to the Bay area are reduced and before weather makes the work impossible.

The estimated project costs of \$1,500,000 is based on the consultant's study which estimated that repair of the Tunnel would cost approximately \$3,000 per linear foot for the 500 foot section of the Tunnel. The PUC plans to use PUC Utilities Engineering Bureau (UEB) staff for engineering project planning and management, Hetch Hetchy personnel for construction project planning, supervision and construction labor, and contractual services for engineering design and design review and specialized concrete repair services. Hetch Hetchy is currently assembling the special tools and construction materials for the project, and expects to begin repairing the actual Tunnel on November 1, 1990. Construction is estimated to be completed November 21, 1990.

**Contract  
Procedure:**

Due to the urgent nature of the required Tunnel repairs, PUC plans to use expedited contract procedures, as permitted under Section 6.30 of the Administrative Code. Mr. Willie Tsai of UEB indicates that they plan to contract with Leedshill Herkenhoff, the consulting firm that conducted the original study in the Fall of 1989, for the engineering design and design review portions of the project. Additionally, Mr. Tsai reports that UEB plans to contract with Shotcrete Technologies for the specialized concrete repair services. Shotcrete Technologies has worked with Los Angeles Water and Power, which has had to conduct similar tunnel pipeline repairs in Los Angeles.

**Project Budget:**

Although Leedshill Herkenhoff has estimated total project costs of \$1,500,000 based on a repair rate of \$3,000 per linear foot for the 500-foot section of the Tunnel, the UEB has only identified project costs totalling \$420,000 for project planning and management through August 31, 1990. Mr. Tsai states that the additional costs for additional UEB and Hetch Hetchy engineering and management staff from September 1, 1990 through November 21, 1990, and construction labor, equipment and materials and supplies that will be needed during November 1, through November 21, 1990, will be determined once the initial design review has been conducted, the repair procedures have been tested on the mock tunnel and the project scope has been better defined. The estimated project budget is as follows:

Project Planning and Management Through  
August 31, 1990

UEB

Salaries, Fringe Benefits and Overhead 1,532 hours @ an average \$52.22/hour	\$80,000
---	----------

Hetch Hetchy

Salaries, Fringe Benefits and Overhead 1,322 hours @ an average \$71.86/hour	95,000
---	--------

Consultant Services

Leedshill Herkenhoff	\$80,000
Shotcrete Technologies	<u>15,000</u>
Subtotal Consultant Services	95,000

Direct Costs (Estimate)

Equipment Rental, Materials and Supplies	<u>150,000</u>
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Subtotal Project Planning and Management Through August 31, 1990	\$420,000
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**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Unidentified Costs for the Period September 1, 1990  
through November 21, 1990 Not Yet Precisely Known or  
Allocated

Additional UEB and Hetch Hetchy staff, Equipment and Materials and Supplies	<u>\$1,080,000</u>
Total Project Budget	\$1,500,000

**Comments:**

1. Mr. Tsai reports that Leedshill Herkenhoff is a local business enterprise (LBE), but not a minority or women business enterprise. Shotcrete Technologies is not a local, minority or women business.

2. As previously noted, the project would be funded with previously approved Hetch Hetchy San Joaquin Pipe Line Repair monies. The PUC reports that these funds are more urgently needed for the Mountain Tunnel repair project at this time and that the \$1,500,000 would be returned to the San Joaquin Pipe Line Repair fund from proceeds of a pending Hetch Hetchy revenue bond sale.

3. As previously noted, the PUC is currently only able to identify projects costs of \$420,000. Of the balance of \$1,080,000 (\$1,500,000 less \$420,000), the PUC is unable to precisely identify either the amount of the additional costs needed or the items for which the additional costs would be allocated. Furthermore, the additional expenditures will not be needed until September 1, 1990. The amount of the emergency resolution should be reduced from \$1,500,000 to \$420,000 to reflect the actual costs that have been identified and needed at this time.

**Recommendation:** Amend the proposed resolution to reduce the amount of the emergency expenditure from \$1,500,000 to \$420,000 to reflect the actual costs that have been identified by the Department and needed at this time. The balance of \$1,080,000 has not been precisely identified by the Department, and, according to the PUC staff, would not be needed until September 1, 1990. The Finance Committee should be provided with the details of the proposed additional expenditures of \$1,080,000 prior to approval of that portion of this request. Approve the proposed emergency resolution as amended in the amount of \$420,000.



Item 1c - File 28-90-14

**Departments:** Public Utilities Commission (PUC), MUNI

**Item:** Emergency Resolution. Section 6.30 of the Administrative Code states that approval by the Board of Supervisors is to be obtained for emergency expenditures in excess of \$25,000.

**Amount:** \$45,000

**Source of Funds:** Previously approved MUNI Operating Fund monies

**Description:** The PUC has declared that an emergency condition exists involving City property. Recent inspections at the Powell Street and Montgomery Street subway stations have revealed the presence of asbestos in the escalator repair pits which provide access for MUNI maintenance personnel to repair the escalators. Due to the presence of asbestos, the repair pits have been closed to MUNI maintenance personnel. Since MUNI maintenance personnel do not have access to repair damages that may occur to the escalators, the escalators at these two stations have been closed. The PUC has determined that emergency contract procedures are warranted for the asbestos abatement work in order to restore access to the escalator repair pits and to reopen the escalators at the earliest possible time.

**Contract Procedure:** Due to the urgent nature of the required asbestos abatement work, PUC plans to use expedited contract procedures, as permitted under Section 6.30 of the Administrative Code. The PUC reports that they contacted six asbestos abatement companies and listed the contract bid with industry associations. The PUC received five bids on June 21, 1990. Of the six asbestos abatement companies contacted, four were disadvantaged business enterprises (MBE or WBE). The PUC reports that they plan to contract with Marcor California, which submitted the lowest bid of \$13,850. Marcor California is not a local business and is neither an MBE nor a WBE.

**Project Budget:** In addition to the contractual services of \$13,850, the project budget also includes the services of Clayton Environmental Consultants, which has a three-year contract with the City to provide professional oversight of asbestos abatement projects, and MUNI construction inspection services. The total project budget of \$20,850, is as follows:

Asbestos Removal Contractual Services (Marcor California)	\$13,850
Professional Oversight and Specification Writing Preparation (Clayton Environmental Consultants)	5,000
MUNI Construction Inspection	<u>2,000</u>
Total Project Budget	\$20,850

**Comments:**

1. Mr. Larry James of the Public Utilities Commission (PUC) reports that MUNI has been able to reopen the Powell Street and Montgomery Street subway escalators by providing asbestos suits for their maintenance personnel when they work in the escalator repair pits. However, Mr. James indicates that the emergency contract procedure is still required to minimize the amount of time that MUNI maintenance personnel are required to work near asbestos.
2. Mr. James states that the asbestos abatement work is expected to begin either the last weekend in July, 1990, or the first weekend in August, 1990, and is expected to be completed in one weekend.
3. The Human Rights Commission reports that Clayton Environmental Consultants is not an LBE, MBE or WBE.
4. The PUC had originally estimated a project budget of \$45,000. However, as shown above, the revised budget is \$20,850. Therefore, the amount of the emergency resolution should be reduced from \$45,000 to \$20,850 to reflect the actual project budget.

**Recommendation:** Amend the proposed resolution to reduce the amount of the emergency expenditure from \$45,000 to \$20,850, to reflect the actual project budget, and approve the proposed emergency resolution as amended.



Item 1d - File 147-90-4

**Departments:** San Francisco Public Library

**Item:** Resolution to apply for, accept and expend new grant funds.

**Grant Amount:** Not to exceed \$21,000

**Source of Funds:** Federal Library Services and Construction Act Funds

**Grant Period:** October 1, 1990 through September 30, 1991

**Project:** Project Read

**Description:** Project Read is the Public Library's adult literacy program. Trained volunteers tutor English speaking adults in basic reading and writing skills. The proposed grant is for additional services to augment the existing Project Read program. The proposed grant is designed to expand the volunteer support services for 350 volunteer tutors to include six continuing education courses for tutors, support groups, a tutor recognition event and consultations with a reading specialist.

**Grant Budget:**

Contractual Services:	
Salaries (0.5 FTE)	\$13,260
Fringe Benefits	1,856
Supplies	1,250
Other	<u>4,047</u>
Total	\$20,413

**Required Match:** None.

**Indirect Costs:** None.

**Comments:**

1. Ms. Ana Linder of the Public Library reports that the Library intends to contract with the Friends of the San Francisco Public Library (FSFPL), a non-profit organization, to provide the Project Read volunteer support services.
2. Ms. Linder stated that the contract would be awarded on a sole-source basis because of the unique relationship between the FSFPL and the Project Read program. Ms. Linder reports that the FSFPL started Project Read in 1983 and since that time has been the sole contractor of all Project Read's Federal and State grants. Consequently, the FSFPL staff is very knowledgeable of the Project Read program and services. In addition, FSFPL provides grant administration services free of charge.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Finance Committee  
July 25, 1990

3. The Public Library has completed  
Request form which is attached.

**Recommendation:** Approve the proposed resolution.

## ATTACHMENT

Form No. \_\_\_\_\_ Library Commission - Summary of Grant Request

Grantor	<u>U.S. DEPT. OF EDUCATION</u>	Division	<u>LIBRARY</u>
Contact Person	<u>MARION STEWARD</u>	Section	<u>PROJECT READ</u>
Address	<u>GRANTS &amp; CONTRACT SERVICE</u>	Contact Person	<u>ANA LINDER</u>
	<u>R.O. BOX #3 ROOM 3653</u>	Telephone	<u>621-7323</u>
	<u>7th St. &amp; D Street</u>	Application Deadline	<u>11/</u>
Amount Requested	<u>WASHINGTON, D.C. 70702-4729</u>	Notification Expected	<u>8/1</u>
	<u>\$ 20,413</u>		
Terms	From <u>10/1/90</u> To <u>9/31/90</u>		
Library Commission	<u>5/21/90</u>	Board of Supervisors	<u>Finance Committee</u>
			<u>Full Board</u>

### I. Item Descriptions:

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (recovery) grant in the amount of \$ 20,413 from the period of 10/1/90 to to provide TUTOR SUPPORT

II. Summary: (Consider any and all work, workable & group work, services and products)

PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT SPEAKING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PR DELIVER AND IMPROVE SUPPORT AND INSTRUCTIONAL SERVICES TO 350 VOLUNTEER TUT

### III. Outcomes/Objectives:

TO INCREASE TUTORING SKILLS OF 350 TUTORS BY PROVIDING 6 CONTINUING EDUCATION  
TO INCREASE SUPPORT SERVICES TO 350 TUTORS WITH MONTHLY PHONE CALLS, A RECO  
CONSULTATIONS WITH READING SPECIALISTS AND SUPPORT GROUPS.

#### IV. Effects of Reduction or Termination of These Funds:

A TUTOR COUNCIL WILL BE FORMED TO CONTINUE SUPPORT SERVICES. OTHER SERVICES INTEGRATED INTO THE PROGRAM.

#### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Mats
Grant Amount					
Personnel					
Equipment					
Contract Svc.			20,413		
Mnt. & Supp.					
Facilities/Space					
Other					
Indirect Costs					



Item 1e - File 147-90-5

**Departments:** San Francisco Public Library

**Item:** Resolution to apply for, accept and expend new grant funds.

**Grant Amount:** Not to exceed \$24,000

**Source of Funds:** Federal Library Services and Construction Act Funds

**Grant Period:** October 1, 1990 through September 30, 1991

**Project:** Project Read

**Description:** Project Read is the Public Library's adult literacy program. Trained volunteers tutor English speaking adults in basic reading and writing skills. The proposed grant is for additional services to augment the existing Project Read program. The proposed grant is designed to facilitate greater involvement of the 250 students in the program by offering additional instruction and peer support. The proposed programs include writing workshops, consultations with reading specialists, monthly phone calls to the students, and a student recognition event.

<b>Grant Budget:</b>	Contractual Services:	
	Salaries (0.5 FTE)	\$13,260
	Fringe Benefits	1,856
	Supplies	1,250
	Other	<u>7,223</u>
	Total	\$23,589

**Required Match:** None.

**Indirect Costs:** None.

**Comments:** 1. Ms. Ana Linder of the Public Library reports that the Library intends to contract with the Friends of the San Francisco Public Library (FSFPL), a non-profit organization, to provide the Project Read learner support services.

2. Ms. Linder stated that the contract would be awarded on a sole-source basis because of the unique relationship between the FSFPL and the Project Read program. Ms. Linder reports that the FSFPL started Project Read in 1983 and since that time has been the sole contractor of all Project Read's Federal and State grants. Consequently, the FSFPL staff is very knowledgeable of the Project Read program and services. In addition, FSFPL provides grant administration services free of charge.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 25, 1990

3. The Public Library has completed a Request form which is attached.

**Recommendation:** Approve the proposed resolution.

## ATTACHMENT

Item No.                      Library Commission - Summary of Grant Request

Grantor U.S. DEPT. OF EDUCATION Division LIBRARY  
 Contact Person MARION STEWARD Section PROJECT READ  
 Address R.O. BOX #3 ROOM 3653 Contact Person ANA LINDER  
7th St. & D Street Telephone 621-7323  
WASHINGTON, D.C. 20702-4729 Application Deadline 11/  
 Amount Requested \$ 223,589 Notification Expected 8/1  
 Term: From 10/1/90 To 7/31/90  
 Library Commission 5/21/90 Board of Supervisors: Finance Committee  
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (renewal) grant in the amount of \$223,589 from the period of 10/1/90 to 7/31/90 to provide STUDENT SUPPORT

II. Summary: (Concise summary of the project, its purpose, and its objectives)

PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT SPEAKING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PR STRUCTURE AND OPPORTUNITY FOR 250 ADULT LEARNERS TO INCREASE THEIR EDUCATIO TO THE PROGRAM AND TO EACH OTHER.

III. Outcomes/Objectives:

INCREASE SUPPORT SERVICES TO 250 LEARNERS TO INCLUDE: MONTHLY PHONE CALL RECOGNITION EVENT. INCREASE LITERACY SKILL OF 250 LEARNERS BY PROVIDING WORKSHOPS AND CONSULTATIONS WITH READING SPECIALISTS.

IV. Effects of Reduction or Termination of These Funds:

THESE PLANS CALL FOR THE DEVELOPMENT OF A LEARNER COUNCIL WHO WILL BE ABLE TO SUPPORT ACTIVITIES. INSTRUCTIONAL ACTIVITIES WILL BE REDUCED BY ONE HALF.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Reg. Misc.
Grant Amount					
Personnel					
Equipment					
Contract Svc.			23,589		
Mnt. & Supp.					
Facilities/Space					
Other					
Indirect Costs					





Item 1f - File 101-89-89.2

**Departments:** Public Library

**Proposed Action:** Release of reserved funds previously approved for the Public Library for services of other department - Building Repair. The funds were reserved pending submission of costs estimates for the proposed remodeling of space at 45 Hyde Street for Public Library staff.

**Amount:** \$50,000

**Source of Funds:** General Fund - General Reserve

**Description:** In March 1990, the Board of Supervisors approved a supplemental appropriation ordinance (File 101-89-89) for costs arising from the extensive damage to the Main Library by the October 17, 1989 earthquake. As part of this legislation, \$50,000 was reserved for services of other departments - Building Repair to remodel office space for the Public Library at 45 Hyde Street pending submission of the actual cost of the proposed remodeling.

The Public Library intends to move 45 administrative staff from the Main Library and consolidate 13 other positions currently located at the City-owned 45 Hyde Street (Library Annex) on the 2nd Floor of that building. The Public Library is vacating approximately 10,000 sq. ft. at the Public Library of which approximately 4,000 sq. ft. would be used for increased public access to the humanities and business and science collection and approximately 6,000 sq. ft. would be used for storage. This space was used for both office space and public access space but due to earthquake damage is unsafe for these previous uses. Therefore, the Public Library will now use the space for storage.

The costs of the renovations to the space at 45 Hyde Street are as follows:

Demolition	\$1,000
Partitions	19,200
Floor Coverings	18,800
Electrical	2,704
Lighting	3,592
Plumbing	<u>2,230</u>
Total Costs	47,526
Contingency (5%)	<u>2,376</u>
Total Project Cost	\$49,902

All work would be performed by the Bureau of Building Repair and not outside contractors.

**Comment:**

Mr. Glen Hunt of the Bureau of Architecture reports that the total cost of the project would be \$49,902, including a five percent contingency. The Budget Analyst recommends that only \$49,902 be released of the \$50,000 with the balance of \$98 continue to be reserved.

**Recommendations:** 1. Release \$49,902 of the \$50,000 reserved for the Public Library for the renovations of the 2nd floor at 45 Hyde Street.

2. Continue to reserve \$98, the remaining balance of the \$50,000.

Item 1g - File 100-89-1.19

**Departments:** Fire Department

**Proposed Action:** Release of reserved funds previously approved for Fire Department management training. The funds were reserved pending selection of a contractor.

**Amount:** \$6,000

**Source of Funds:** Fire Department Management Training Reserve

**Description:** As part of the 1989-90 budget process, the Board of Supervisors placed on reserve \$250,000 for Fire Department Management Training as part of the Consent Decree program.

The Fire Department is requesting that \$6,000 of these reserved funds be released to provide a Management Training Media Program. This program, which is being offered as part of the National Center for Employment Studies and the Office of Continuing Education at the University of San Francisco, would be offered to all of the Fire Department 60 Chief Officers. The workshop would examine the mass media in San Francisco and provide training and information necessary to effectively access, work with, and respond to the media. The course would also develop the skills necessary to effectively speak to the public.

**Comments:** 1. Chief Frank Scales of the Fire Department reports that the Fire Department has \$250,000 in reserved funds for human relations training which includes management training. The Fire Department intends to request these funds on a program-by-program basis for those programs which are determined to be worthwhile by the Chief of the Department and/or the Fire Commission.

2. Chief Scales states that the proposed program is designed for public service agencies that provide emergency services and is similar to a course given previously to the Police Department. The cost of the program is \$100 for each of the 60 Chief Officers (for the requested total of \$6,000) and the one-day program would be offered on three separate days for 20 Chief Officers each.

**Recommendation:** Approval of the proposed release of \$6,000 for the Management Training Media Program, which would provide training for 60 Fire Department Chief officers in how to work effectively with the mass media, is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Finance Committee  
March 21, 1990

Item 2 - File 100-89-20

**Note:** This item was continued from the March 28, 1990 Finance Committee Meeting.

This is an item to consider the regular report from the Controller on the City's budget. The Controller will be in attendance at the Finance Committee meeting in order to respond to any questions.



Item 3 - File 146-90-48

**Note:** This item was continued at the July 18, 1990 Finance Committee meeting for one week to allow the Department of Public Health to consider reallocating some grant funds to community clinics.

**Department:** Department of Public Health (DPH), Central Office

**Item:** Resolution to apply for and accept a grant allocation.

**Amount of  
Allocation:** \$3,991,643

**Source of Allocation:** State Department of Health Services under AB 75, the Proposition 99 Tobacco Tax enabling legislation.

**Funding Period:** July 1, 1990 through June 30, 1994

**Project:** AB 75 County Capital Outlay Plan

**Description:** The proposed \$3,991,643 grant allocation would provide funding for county and private hospital and non-hospital capital outlay purposes, including facility repairs, renovation, remodeling, expansion, or acquisition or equipment needs. The State requires that no less than 67 percent of the funds be allocated to hospitals and no more than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community or free clinics. Funds allocated to county hospitals may only be used for inpatient, outpatient, emergency room or burn unit services, and funds for private hospitals may only be used for these same services except inpatient services. The State allows counties to determine the projects to be funded.

AB 75 Capital Outlay Funds are one-time funds that must be encumbered by June 30, 1992 and expended by June 30, 1994. The State allows counties to carry the monies forward during this time frame.

Based on recommendations of DPH's AB 75 Capital Outlay Fund Committees for Hospitals and Non-Hospitals, which is comprised of representatives from the San Francisco Community Clinics Consortium, the West Bay Hospital Conference, St. Luke's Hospital, Mt. Zion Hospital and DPH staff, the Health Commission has approved a preliminary list of projects to be included in the Capital Outlay Plan to be submitted to the State. The Health Commission reports that the State requires the submission of this preliminary



Capital Outlay Plan before the City may receive the Capital Outlay Allocation monies.

The DPH reports that the DPH is requesting the authority to accept the funds at this time, rather than when a project list and budget has been finalized, in order to maximize the potential interest earnings on the proposed allocation. The authorization to expend these funds is not included in the proposed legislation and will be subject to future approval by the Board of Supervisors.

The DPH reports that they are requesting the authority to accept the funds now because AB 75 allows counties to retain the interest earned on the Capital Outlay Fund allocation and that the interest earned would be used to fund additional capital projects. The DPH estimates that the total interest earned on the allocation of \$3,991,643 could total approximately \$200,000 during FY 1990-91, depending on when the monies are actually received and expended.

The DPH reports that the Department will be issuing requests for proposals for contractual services to perform the capital improvements, and that the preliminary list of projects and related budgets will be revised based on the actual cost estimates for the projects. The DPH will submit the final list of projects to the Board of Supervisors for approval.

The preliminary Capital Outlay Plan, which was approved by the Health Commission at its meeting of June 5, 1990, includes a total of 35 projects and would allocate \$2,674,401 (67 percent) for City and private hospitals and \$1,317,242 (33 percent) for non-hospital facilities. The hospitals would include San Francisco General Hospital, St. Luke's Hospital and Chinese Hospital; and the non-hospital facilities would include the DPH Health Centers, DPH offices at Youth Guidance Center and mental health contracting agencies

<b>Project Budget:</b>	The DPH has prepared a preliminary AB 75 County Capital Outlay Allocation Plan and budget, which is attached (Attachment 1).
<b>Indirect Cost:</b>	None
<b>Required Match:</b>	None

**Comments:**

1. The proposed Capital Outlay Plan would allocate \$303,979 to approximately 20 DPH Community Mental Health Services (CMHS) contracting agencies, which have not yet been identified (see Project No. 19, page 2 of Attachment 1). The DPH reports that the Department will select the contracting agency projects on a request for proposal basis.

2. Mr. Calvin Malone of the Capital Improvement Advisory Committee (CIAC) indicates that the CIAC has not yet reviewed the proposed AB 75 Capital Outlay Plan. Ms. Kathy Jung of DPH states that the DPH will submit the final AB 75 Capital Outlay Plan recommendations to the CIAC for review.

3. Ms. Jung states that the DPH will not be requesting General Fund monies to supplement the AB 75 Capital Outlay projects.

4. As noted above, the proposed legislation does not include the authority to expend the \$3,991,643 of AB 75 Capital Outlay Plan funds. The DPH reports that they will be requesting authority from the Board of Supervisors to expend these funds once DPH has prepared the final proposed AB 75 Capital Outlay Plan and the CIAC has reviewed the final proposed Plan.

5. The DPH has prepared a Summary of Grant Request, which is attached (Attachment 2). The Summary of Grant Request refers to an enclosure of approximately 80 pages, which, although not attached to this report, is included in the file.

6. As of the writing of this report, the DPH has not prepared a revised AB 75 Capital Outlay Plan. The DPH reports that the Health Commission will be meeting to consider this issue on July 24, 1990.

**Recommendation:**

Approve the proposed resolution.

CAPITAL OUTLAY PLAN SUMMARY FOR THE COUNTY OF SAN FRANCISCO

FORM-4

COUNTY CONTACT PERSON NAME KATHY JUNG TITLE Sr. Assistant Administrator  
MAILING ADDRESS San Francisco General Hospital - 1001 Polrero Ave., San Francisco, CA 94110 TELEPHONE NO. (415) 821-8100

## I. COUNTY CAPITAL OUTLAY ALLOCATION (from Table HISP-5 OR CHSP-6)

\$3,991,643

## II. PROPOSED HOSPITAL CAPITAL EXPENDITURES TOTAL

\$2,674,401

PROJECT NUMBER	FACILITY TYPE	PROJECT DESCRIPTION	FACILITY NAME	AMOUNT
1	CH	Nursery Renovation	San Francisco General Hospital	\$1,500,000
2	CH	GI Clinic Renovation	San Francisco General Hospital	85,000
3	CH	Cysto Room Upgrade	San Francisco General Hospital	50,000
4	CH	Labor and Delivery Call Buttons	San Francisco General Hospital	50,000
5	CH	Code Blue Buttons	San Francisco General Hospital	20,000
6	CH	Camera Surveillance	San Francisco General Hospital	20,000
7	CH	Fluoro-Endoscopy Suite	San Francisco General Hospital	10,000
8	CH	Hospital Sign System	San Francisco General Hospital	200,000
9	CH	Adult Medical Clinic Renovation	San Francisco General Hospital	150,000
10	CH	Telemetry Room Expansion and Renovation	San Francisco General Hospital	150,000
11	CH	Aerosolized Pentamidine	San Francisco General Hospital	30,000
12	CH	Imaging Access	San Francisco General Hospital	60,000
13	CH	Chemotherapy Preparation Room	San Francisco General Hospital	25,000
14	CH	Physical Therapy Renovation	San Francisco General Hospital	24,401
15	PC	Emergency Department Expansion	San Francisco General Hospital	175,000
16	PC	Renovation of Front Lobby	St. Luke's Hospital Chinese Hospital	105,000

## III. PROPOSED CLINIC EXPENDITURES TOTAL

\$1,317,242

PROJECT NUMBER	FACILITY TYPE	PROJECT DESCRIPTION	FACILITY NAME	AMOUNT
1	PH	HVAC System	Public Health - Health Center #1	\$ 73,424
2	PH	Exam Rooms [3]	Public Health - Health Center #1	\$ 60,000
3	PH	HVAC System	Public Health - Health Center #2	\$ 52,305
4	PH	Fire Alarm System	Public Health - Health Center #2	\$ 17,000
5	PH	Dumbwaiter-Replace	Public Health - Health Center #2	\$ 24,000
6	PH	HVAC System	Public Health - Health Center #3	\$ 52,305
7	PH	Public Address System	Public Health - Health Center #3	\$ 18,000
8	PH	Convert Front Oors	Public Health - Health Center #3	\$ 8,500
9	PH	Automatic Garage Gate	Public Health - Health Center #3	\$ 17,750
10	PH	Expand Clinic Registration Area	Public Health - Health Center #4	\$ 7,400
11	PH	Public Address System	Public Health - Health Center #5	\$ 18,000
12	PH	Convert Front Oors	Public Health - Health Center #5	\$ 8,500

COUNTY CONTACT PERSON NAME KATHY JUNG TITLE Sr. Assistant Administrator  
MAILING ADDRESS San Francisco General Hospital - 1001 Potrero Ave., San Francisco, CA 94110 TELEPHONE NO. (415) 821-8100

## PROJECT FACILITY

NUMBER	TYPE	FACILITY NAME	AMOUNT
13	PH	Exam Rooms [2]	\$ 40,000
14	PH	Dumb Waiter - replace	\$ 24,000
15	PH	Perimeter Fence	\$ 12,000
16	PH	Public Health Clinic	\$ 60,000
17	PH	Telephone Conversion at Health Centers	\$ 260,000
18	PH	Health Center Management	\$ 261,079
19	PH	Mental Health Contractors	\$ 303,979

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6/25/90



Item 4 - File 114-90-4

Note: This item was continued from the Finance Committee's meeting of May 16, 1990.

**Department:** Department of Public Works (DPW), Bureau of Building Inspection

**Item:** Ordinance amending Part II, Chapter I of the San Francisco Municipal Code (Building Code) by amending Section 332.3 thereof, to modify the amount of the investigation fee for performing work without a permit.

**Description:** The proposed ordinance would change the method of calculating the penalty resulting from performing construction work without a permit. The proposed change would require that penalties for work without a permit be assessed at a rate equal to nine times the applicable fee, plus the value of the original permit fee.

Currently, Building Code violators are assessed a flat penalty of:

- \$2,150 if the value of the construction is less than or equal to \$10,000;
- \$4,300 if the value of the construction is more than \$10,000 but not more than \$20,000; and
- \$5,375 if the value of the construction is greater than \$20,000.

Electrical, Plumbing, and Mechanical Code violators are currently assessed penalties equal to nine times the applicable fee, up to a maximum of \$5,375, plus the original permit fee.

The proposed ordinance would eliminate the flat penalty schedule for Building Code violations and the maximum penalty of \$5,375 for Electrical, Plumbing, and Mechanical Code violations. Instead, all code violations would be subject to a penalty equivalent to nine times the applicable fees, plus the original permit fees.

**Comments:** 1. Mr. Frank Chiu of the Bureau of Building Inspection reports that the Building and Construction Codes once provided for penalties identical to that proposed in this legislation. The current provisions were adopted in 1989. However, under the current provisions of the Building Code, the flat penalty schedule inequitably penalizes violators with

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small valued construction projects relatively more than violators with larger valued construction projects. For example, a project requiring permits and valued at \$2,000 could be assessed a penalty of \$2,150 while a larger project valued at \$10,000 would be assessed the same penalty. Mr. Chiu added that because of the inequities in the current penalty schedule, permit appeals filed by homeowners and construction contractors have increased, and in many cases, the Board of Permit Appeals has waived the existing penalties and reassessed a less stringent penalty of two times the applicable construction and permit fees.

2. Mr. Jim Hutchinson of the Bureau of Building Inspection reports that estimates of revenues collected under the current penalty provisions, and estimates of the potential revenues under the proposed penalty provisions cannot be determined, since the amount of penalty revenues collected depends on the number of violations found and abated. The Bureau does not presently track the number of violations and corresponding penalties paid.

3. Item 5 (File 114-90-6) of this report would retain the flat rate penalty fee structure but would increase the current flat rate penalty fees by five percent. Approval of this legislation (File 114-90-4), which would eliminate the flat rate penalty structure, would require that the proposed legislation in Item 5 (File 114-90-6) to increase permit fees be amended to conform with this legislation's proposed modifications.

**Recommendation:** Approval of the proposed ordinance is a policy decision for the Board of Supervisors.



Item 5 - File 114-90-6

- Department:** Public Works, Bureau of Building Inspection
- Item:** Ordinance amending Part I, Chapter 3, Sections 323, 330, 331, 332, and 333 of the San Francisco Municipal Code (Building Code) to increase various Department of Public Works Bureau of Building Inspection (BBI) fees.
- Purpose:** To increase fees relating to new construction, qualifying alterations, and related activities in order to fully recover costs of the Department of Public Works Bureau of Building Inspection related to the issuance of permits.
- Description:** The proposed ordinance would amend various sections of the San Francisco Municipal Code relating to fee increases in the Department of Public Works, Bureau of Building Inspection (BBI). BBI fees were last increased in May of 1989. BBI proposes to increase its fees by an average of 4.75 percent (Please refer to attachment for summary of proposed fee increases.). This proposed increase is intended to offset salary standardization for BBI personnel.
- Under the proposed ordinance, Section 330.1 would be amended to increase various building permit fees as shown on page 1 of the attachment. Building permit fees represent the largest single source of revenues for BBI. The increases for these fees would range from 4.62 percent to 13.54 percent. The proposed fee increases would affect all building and alteration permits. In addition, the following miscellaneous permit fees would be increased under Section 330.1 (percentages and fee levels summarized in attachment):
- Sign Permits and Fees
  - Demolition of Buildings
  - Temporary Bleachers and Reviewing Stands
  - Chimney, Flue Permits and Fees
  - Garage Door Permits and Fees
  - Re-roofing
  - Sub-sidewalk Construction, Use and Deposits

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All electrical permit fees would increase under the proposed amendments to Section 330.1. The increases for the electrical fees would range from 2.27 percent to 25 percent. Electrical fee increases are summarized on pages 1 through 3 of the attachment.

BBI also proposes to increase plumbing permit fees (Section 330.3) and apartment and hotels licensing fees (Section 333.1). Plumbing permit fee increases would range from 4.17 percent to 6.25 percent (See page 4 of attachment), while apartment and hotels licensing fees would be increased by approximately five percent (See page 7 of attachment).

Other proposed fee increases include (amended Sections and attachment page numbers in parenthesis):

- Permit application and plan review fees (Section 331, pages 4-5)
- Public notification and record keeping fees (Section 332, page 5)
- Public records reproduction fees (Section 332.1, pages 5-6)
- Fees for inspections, surveys, and reports (Section 332.2, page 6)
- Penalties and code enforcement assessments (Section 332.3, page 6)
- Hotel Conversion Ordinance fees (Section 333.2, pages 7-8)
- Energy Conservation fees (Section 333.3, page 8)

The proposed ordinance would also amend Section 332.4 to increase the amount deducted for BBI application processing costs from permit fees refunded to applicants by approximately five percent (See page 7 of attachment).

**Comments:**

1. The proposed fee schedules were prepared by BBI with the objective of increasing total estimated fee revenues by an overall average of 4.75 percent, or an estimated \$840,000, annually. Individual fees were rounded to the nearest quarter, half, or whole dollar to facilitate computations.

2. Actual and estimated revenues and costs of BBI operations for FY 1988-89, FY 1989-90, and FY 1990-91 are summarized below:

<b>Comparison of BBI Revenues With Expenditures</b>			
	1988-89 Actual Based <u>on Existing fees</u>	1989-90 Estimated Based <u>on Existing fees</u>	1990-91 Estimated Based on Proposed <u>Fee increases</u>
BBI Fee Revenues	\$13,570,023	\$15,994,897 *	\$18,049,662 *†
BBI Permit Processing Costs	\$7,569,309	\$9,930,082	\$15,017,028
Bureau overhead	2,430,101	2,891,306	2,232,611
Department overhead	742,340	789,990	1,308,793
Citywide overhead	<u>736,551</u>	<u>529,254</u>	<u>651,802</u>
Subtotal, costs	\$11,478,301	\$14,140,632 *	\$19,210,234 *
Excess of BBI Fee Revenues Over Permit Processing Costs (projected shortfall)	\$2,091,722	\$1,854,265	\$(1,160,572)

\* Estimates based on Controller's revenue and expenditure reports and the 1990-91 budget as submitted by the Mayor to the Board of Supervisors.

† The proposed fee increase accounts for approximately \$840,000 of the estimated increase in revenues from FY 1989-90 to FY 1990-91. The remainder of the increase in revenues consists of expected increases in BBI workloads and expected increases in interest revenues.

As the table presents, the estimated revenues for FY 1990-91, which take into account these proposed fee increases, will not cover BBI's estimated costs as budgeted for FY 1990-91. Mr. Donald McConlogue of BBI advises that, if BBI meets its expenditure projections for 1990-91, the Bureau would draw upon the operating reserves accumulated in FY 1988-89 (\$2,091,722) and FY 1989-90 (\$1,854,265) to cover the expected \$1,160,572 shortfall for FY 1990-91.

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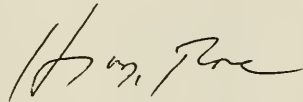
3. If the the proposed ordinance is approved, the fee increases would become effective 30 days after the Mayor signs the ordinance. At the minimum, the fee increases would not become effective before September 7, 1990. Mr. McConlogue reports that the Bureau estimated its revenues for FY 1990-91 with the assumption that the fee increases would become effective July 1, 1990, and he estimates that if the fee increases become effective after September 7, 1990, the earliest possible date, the Bureau will not achieve its FY 1990-91 revenue projection of \$18,049,662 by approximately \$140,000, resulting in a total projected shortfall of \$1,300,572.

4. Item 4 (File 114-90-4) on this calendar is a proposed ordinance that would modify the method of calculating the penalty assessed for performing construction work without a permit. The proposed ordinance to increase permit fees, which is the subject of this report, would increase penalties using the current calculation method (Refer to Section 332.3, page 6 of attachment.). Therefore, approval of Item 4 (File 114-90-4) by the Board would require that this proposed ordinance (File 114-90-6) to increase BBI permit fees be amended in order to conform with the proposed modifications for calculating penalties.

5. The Board of Supervisors approved legislation in July of 1988 establishing a Building Inspection Special Revenue Fund in which permit fees are deposited. As such, these permit fees can only be used to recover the costs of BBI. As stated above, the proposed fee increases are intended to recover increased costs of salary standardization for BBI personnel that the current fees do not recover. Furthermore, since 1988-89, BBI has accumulated approximately \$3.9 million in operating reserves. BBI classifies these funds as working capital and uses the monies for projects related to BBI services or to complete permit processing or inspections for which fees were previously paid. To the extent that BBI is expected to incur costs in excess of estimated revenues in FY 1990-91, BBI would use these operating reserves to offset any projected shortfall, as well as to use these reserves to complete work previously paid for in 1988-89 and 1989-90.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

- Recommendations:**
1. Should the Board of Supervisors approve Item 4, File 114-90-4 of this report, amend the proposed ordinance (File 114-90-6) to conform with Item 4, File 114-90-4.
  2. As noted in Comment 5, the proposed fee increases are intended to recover the increased costs from salary standardization. In accordance with the previous policy of the Board of Supervisors to increase fees in order to recover the costs of BBI and to maintain such fees in a previously approved special fund, we recommend approval of the proposed ordinance (as amended if Item 4, File 114-90-4, is approved) to enable BBI to implement the proposed fee increases.



Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

Section/ Fee type/ Fee level	Baseline Fees		%
	Current	Proposed	Chg
Section 330.1			
Building Permit Fees			
	\$1.00-\$500	\$16.25	\$17.00 4.62%
	501-2,000	\$16.25	\$17.00 4.62%
	2,001-25,000	\$48.00	\$54.50 13.54%
	25,001-50,000	\$271.00	\$290.25 7.10%
	50,001-100,000	\$446.00	\$471.50 5.72%
	100,001-500,000	\$687.00	\$721.50 5.02%
	500,001-1,000,000	\$2,192.00	\$2,321.50 5.91%
	1,000,000 and up	\$3,805.00	\$4,071.50 7.00%
Alteration Permit Fees			
	100,001 and up	\$894.00	\$938.00 4.92%
Sign Permit fees			
Minimum		\$17.75	\$18.75 5.63%
Electric & non-elect			
	51-100 sq ft	\$17.75	\$18.75 5.63%
	101-200 sq ft	\$28.00	\$30.00 7.14%
	201-400 sq ft	\$41.00	\$43.75 6.71%
	Over 400 sq ft	\$54.00	\$56.75 5.09%
Ground Signs			
	Up to 100 sq ft	\$17.75	\$18.75 5.63%
	101-600 sq ft	\$17.75	\$18.75 5.63%
	Over 600 sq ft	\$82.00	\$87.50 6.71%
Bleacher permit fees			
Temporary	0-1,000 seats	\$17.25	\$18.00 4.35%
	each additional 1,000 seats	\$8.50	\$9.00 5.88%
Chimney and Flue fees			
	Each Chimney or flue	\$11.75	\$12.50 6.38%
Demolition Permit fees			
Construction Type			
	All type IIs	\$23.50	\$24.75 5.32%
	Other types	\$35.50	\$37.25 4.93%
Garage Door Permits			
	Each Garage door	\$8.50	\$9.00 5.88%
House Moving Investigation and Permit Fee			
	Investigation	\$45.00	\$47.25 5.00%
	Permit	\$52.00	\$54.50 4.81%
Recordation Charges			
	Minimum	\$1.00	\$1.25 25.00%
Re-roofing permits			
		\$54.00	\$56.75 5.09%
Sub-Sidewalk Construction and use Permit fee			
	Use Permit: each	\$21.50	\$22.50 4.65%
	Street space deposit	\$32.50	\$34.25 5.38%
Electrical Permit Fees-Schedule A			
	Filing Fee	\$22.00	\$22.50 2.27%



Section/ Fee type/ Fee level	Baseline Fees		% Chg	
	Current	Proposed		
Service Fee				
	0-100 amps	\$54.00	\$56.75	5.09%
Each additional amp	over 100 amps	\$0.10	\$0.10	0.00%
Circuit Fees				
0-30 amp circuits:				
	0-50 circuits	\$11.00	\$11.50	4.55%
	over 50 circuits	\$5.50	\$5.75	4.55%
31-60 amp circuits		\$13.00	\$13.75	5.77%
61-100 amp circuits		\$17.00	\$18.00	5.88%
Over 100 amp circuits		\$17.00	\$18.00	5.88%
Existing building work				
	Filing Fee	\$21.50	\$22.50	4.65%
	1-5 openings*	\$18.75	\$19.75	5.33%
	6-10 openings	\$37.50	\$39.50	5.33%
	11-15 openings	\$47.00	\$49.50	5.32%
	16-20 openings	\$66.00	\$69.25	4.92%
	21-25 openings	\$75.00	\$78.75	5.00%
	26-30 openings	\$85.00	\$89.25	5.00%
	31-35 openings	\$94.00	\$98.75	5.05%
	36-40 openings	\$103.00	\$108.25	5.10%
	41-45 openings	\$113.00	\$118.75	5.09%
	46-50 openings	\$122.00	\$128.00	4.92%
	51-60 openings	\$132.00	\$138.00	4.55%
	61-70 openings	\$141.00	\$148.00	4.96%
	71-80 openings	\$151.00	\$158.00	4.64%
	81-90 openings	\$160.00	\$168.00	5.00%
	91-100 openings	\$169.00	\$177.50	5.03%
	over 100 openings	\$1.00	\$1.25	25.00%
* Openings include switches, convenience receptacles, lighting fixtures, fixed appliances, motors, transformers, fire warning and detector devices.				
Electrical Permit fees-Schedule B				
	Filing Fee	\$21.50	\$22.50	4.65%
	Minimum fee	\$21.50	\$22.50	4.65%
	each outlet or switch	\$0.75	\$0.80	6.67%
	each svc up to 100 amps	\$10.75	\$11.25	4.65%
	Each Circuit	\$1.50	\$1.75	16.67%
	Each transformer dimmer	\$0.75	\$0.80	6.67%
Connection of motors and generators				
	0-10 hp	\$1.50	\$1.75	16.67%
	11-50 hp	\$1.75	\$2.00	14.29%
	51-100 hp	\$2.00	\$2.25	12.50%
	ea. hp over 100 hp	\$2.25	\$2.50	11.11%
Electric appliance				
Installation		\$1.50	\$1.75	16.67%
Range outlet connection				
		\$16.00	\$16.75	4.69%
Dryer outlet connection				
		\$10.75	\$11.25	4.65%



Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Fixed air heating devices Connection	\$0.75	\$0.80	6.67%
Cold cathode or Fluorescent lighting fixture	\$1.00	\$1.25	25.00%
mercury vapor and similar lighting fixture	\$3.25	\$3.50	7.69%
Incandescent lighting fixture	\$1.00	\$1.25	25.00%
Activated electrical trench headers duct and electrical floor ducts	\$0.45	\$0.45	0.00%
Feeders:			
0-100 amps	\$10.75	\$11.25	4.65%
Underground Installations	\$27.00	\$28.50	5.56%
Fire alarms, pull stations incl outlets	\$4.25	\$4.50	5.88%
Fire alarms, visual and audio devices	\$1.50	\$1.75	16.67%
Fire alarms, detector control panels	\$5.50	\$5.75	4.55%
Fire sprinkler flow alarms	\$6.00	\$6.50	8.33%
Combustion products detectors	\$1.50	\$1.75	16.67%
Electromagnetic hold open	\$1.50	\$1.75	16.67%
Low Energy Circuits			
each device	\$0.55	\$0.60	9.09%
each transformer	\$0.95	\$1.00	5.26%
each outlet	\$0.55	\$0.60	9.09%
Exterior signs			
0-20 lamps	\$17.25	\$18.00	4.35%
Interior Signs	\$10.75	\$11.25	4.65%
Each Interior or exterior sign circuit	\$2.25	\$2.50	11.11%
Each Transformer or ballast in excess of 2	\$2.25	\$2.50	11.11%
Sign flasher control Device	\$3.25	\$3.50	7.69%
Plant Owner registration			
Each registration	\$108.00	\$113.50	5.09%
ea electrician regist.	\$5.50	\$6.00	9.09%
late charge	\$5.50	\$6.00	9.09%

Section/ Fee type/ Fee level	Baseline Fees		%
	Current	Proposed	Chg
Section 330.3			
Plumbing Permit Fees			
Plumbing permits	\$13.00	\$13.75	5.77%
Fixture & waste discharge device	\$11.25	\$11.75	4.44%
sump ejector	\$11.25	\$11.75	4.44%
rainwater leader	\$11.25	\$11.75	4.44%
gas permit	\$13.00	\$13.75	5.77%
gas line, each	\$5.50	\$5.75	4.55%
water heater, each	\$9.75	\$10.25	5.13%
warm air furnace	\$33.50	\$35.25	5.22%
miscellaneous gas appliances	\$9.75	\$10.25	5.13%
gas flues, each	\$12.00	\$12.50	4.17%
Water line permits, 1-4 outlets /line	\$13.00	\$13.75	5.77%
Lawn Sprinklers: each control valve or vacuum breaker	\$8.00	\$8.50	6.25%
Solar panels	\$6.00	\$6.25	4.17%
Fire sprinkler piping removal or alterations	\$10.25	\$10.75	4.88%
Undergrd fire sprinkler piping sys.	\$33.50	\$35.25	5.22%
replace. of fire sprinkler heads 1-10	\$10.25	\$10.75	4.88%
Fire sprinkler piping installation			
1-10 sprinkler heads	\$10.25	\$10.75	4.88%
11-500 sprinkler heads	\$10.25	\$10.75	4.88%
501 or more sprinkler heads	\$152.00	\$159.50	4.93%
Fire sprinkler systems flushing	\$43.00	\$45.25	5.23%
Sewer replacement or repair	\$13.00	\$13.75	5.77%
Side sewer installation or repair	\$33.50	\$35.25	5.22%
Minimum fee for all permits	\$13.00	\$13.75	5.77%
Section 331			
Building Permit Application and Plan Review fees			
Back Check fee	\$45.00	\$47.25	5.00%
Commencement of work not started	\$108.00	\$113.50	5.09%
Electrical Plan Review	\$57.00	\$60.00	5.26%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Expediter Fee	\$20.50	\$21.50	4.88%
Mechanical Plan Review	\$57.00	\$60.00	5.26%
Plan Review under prior code	\$68.00	\$71.50	5.15%
Pre-application plan review	\$108.00	\$113.50	5.09%
Reduced plan review fee, minimum	\$16.25	\$17.00	4.62%
Sign plan review, approved stdzd	\$6.50	\$7.00	7.69%
Site Permit surcharge			
less than \$350,000	\$108.00	\$113.50	5.09%
over \$350,000	\$645.00	\$677.50	5.04%

## Section 332

## Public Notification and Record Keeping Fees

Demolition Notice/Affidavit	\$126.00		
Structural Addition notice	\$13.00	\$13.75	5.77%
Affidavit Record maintenance	\$5.50	\$5.75	4.55%
Posting of notices (change of use)	\$19.25	\$20.25	5.19%
Requested notice of permit issuance	\$27.00	\$28.50	5.56%
30" by 30" sign	\$10.75	\$11.25	4.65%
Notice of demolition permit issuance			
1 area	\$32.50	\$34.25	5.38%
Multiple areas	\$97.00	\$102.25	5.41%
Notification sign	\$10.75		
300 ft notification letters at filing	\$52.00	\$54.50	4.81%
Residential tenant notification	\$29.00	\$30.50	5.17%
300 ft notification letters at issuance	\$38.50	\$40.50	5.19%
Posting of structural addition	\$13.00		
Posting of Substantial alteration	\$5.50		

## Section 332.1

## Reproduction and Dissemination of public information

Certification of copies			
1-10 pages	\$5.50	\$5.75	4.55%
Electrostatic Reproduction			
Minimum charge	\$2.75	\$3.00	9.09%
35mm duplicardsfromroll film	\$1.00	\$1.25	25.00%
Microfilm Hard Copy prints			
8 1/2" x 11" copy from 16mm film	\$1.00	\$1.25	25.00%
24"x18" copy from 35mm film	\$2.00	\$2.25	12.50%
"half-sized" copy from 35mm film	\$1.25	\$1.50	20.00%
8.5" x 11" copy from 16mm	\$0.65	\$0.75	15.38%
Minimum Microfilm reprod. charge	\$2.75	\$3.00	9.09%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Replacement of approved plans/specs			
Each Sheet of plans	\$3.25	\$3.50	7.69%
Each 50 pages of specs or fraction	\$5.50	\$5.75	4.55%
Section 332.2			
Inspections, Surveys, and Reports			
Report of Residential Records	\$21.50	\$22.50	4.65%
Standard Inspection Fee	\$54.00	\$56.75	5.09%
Survey of non-residential building			
Maximum charge	\$2,150.00	\$2,257.50	5.00%
Survey of Residential Building			
Single Family Dwelling	\$323.00	\$339.25	5.03%
Two Family Dwelling	\$323.00	\$339.25	5.03%
Apartment houses: 3 units	\$376.00	\$394.75	4.99%
Apartment houses: 4-10 units	\$376.00	\$394.75	4.99%
Apartment houses: 11-20 units	\$707.00	\$742.50	5.02%
Apartment Houses: 21-40 units	\$1,062.00	\$1,115.00	4.99%
Apartment houses: over 41 units	\$1,535.00	\$1,611.75	5.00%
Hotels			
1-10 guest rooms	\$409.00	\$429.50	5.01%
11-20 guest rooms	\$409.00	\$429.50	5.01%
21-40 guest rooms	\$581.00	\$610.00	4.99%
Over 41 guest rooms	\$817.00	\$858.00	5.02%
Section 332.3			
Penalties, Hearings, Code Enforcement Assessments			
Abatement Appeals Board filing fee	\$43.00	\$45.25	5.23%
Board of Examiners			
each variance or interp of code	\$75.00	\$78.75	5.00%
each appeal for approval of substitute			
Materials or methods of construction	\$188.00	\$197.50	5.05%
Director's abatement orders, per hr	\$44.00	\$46.25	5.11%
Emergency Order	\$35.50	\$37.25	4.93%
Lien Recordation Charges	\$100.00	\$105.00	5.00%
Work w/o permit: investigation fee			
Building Code Violations:			
\$1-\$10,000	\$2,150.00	\$2,257.50	5.00%
%10,001-20,000	\$4,300.00	\$4,515.00	5.00%
Over \$20,000	\$5,375.00	\$5,643.75	5.00%
Electrical, Plumbing or Mechanical			
Code violations	\$5,375.00	\$5,643.75	5.00%

Section/ Fee type/ Fee level	Baseline Fees		% Chg	
	Current	Proposed		
Section 332.4				
Refunds				
	Building Permit- amount paid less	\$70.00	\$73.50	5.00%
	Demolition Permit- amount paid less	\$54.00	\$56.75	5.09%
	Electrical Permit- amount paid less	\$54.00	\$56.75	5.09%
	Grading Permit- amount paid less	\$54.00	\$56.75	5.09%
	Plan Review- amount paid less	\$21.50	\$22.50	4.65%
	Plumbing Permit- amount paid less	\$54.00	\$56.75	5.09%
Section 332.5				
Miscellaneous				
	Building numbers, each entrance	\$13.00	\$13.75	5.77%
	Disability access coordinator	\$8.00	\$8.50	6.25%
	Extension of time:			
	Each permit application extension	\$26.00	\$27.25	4.81%
	Product Approvals:			
	initial or reinstatement	\$108.00	\$113.50	5.09%
	modification or revision	\$37.50	\$39.50	5.33%
	renewal (every 2 years)	\$54.00	\$56.75	5.09%
Section 333.1				
Apartment House and Hotel License Fee Schedule				
Apartment Houses (annual basis):				
	Less than 20 rooms	\$88.00	\$92.50	5.11%
	20-29 rooms	\$112.00	\$117.50	4.91%
	30-39 rooms	\$148.00	\$155.50	5.07%
	40-49 rooms	\$196.00	\$205.75	4.97%
	50-59 rooms	\$272.00	\$285.50	4.96%
	60 rooms or over	\$319.00	\$335.00	5.02%
	Change of ownership	\$27.00	\$28.35	5.00%
	Hotels (annual basis):			
	Less than 20 rooms	\$135.00	\$141.75	5.00%
	20-29 rooms	\$159.00	\$167.00	5.03%
	30-39 rooms	\$196.00	\$206.00	5.10%
	40-49 rooms	\$242.00	\$254.00	4.96%
	50-59 rooms	\$317.00	\$333.00	5.05%
	60-69 rooms	\$366.00	\$384.25	4.99%
	100-149 rooms	\$395.00	\$414.75	5.00%
	150 rooms and over	\$444.00	\$466.25	5.01%
	Change of ownership	\$27.00	\$28.50	5.56%
Section 333.2				
Hotel Conversion Ordinance Fee Schedule				
	Annual Unit usage report	\$43.00	\$45.25	5.23%
	Challenge to claims of exemption:			
	Usage report	\$14.00	\$14.75	5.36%
	Claim of exemption based on low-			
	Income housing:	\$170.00	\$178.50	5.00%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Claim of exemption based on partially completed conversion	\$340.00	\$357.00	5.00%
Statement of Exemption	\$170.00	\$178.50	5.00%
Section 333.3			
Energy Conservation Fee Schedule			
Initial Inspections			
1 and 2 family dwellings	\$41.00	\$43.00	4.88%
Apart houses & Resid Hotels			
up to 20 rooms	\$46.00	\$48.25	4.89%
20-29 rooms	\$55.00	\$57.75	5.00%
30-39 rooms	\$66.00	\$69.25	4.92%
40-49 rooms	\$73.00	\$76.75	5.14%
50-59 rooms	\$82.00	\$86.00	4.88%
60 rooms and over	\$92.00	\$96.50	4.89%
Compliance Inspections:			
1 and 2 family dwellings	\$20.50	\$21.50	4.88%
Apart houses & Resid Hotels			
up to 20 rooms	\$22.50	\$23.75	5.56%
20-29 rooms	\$27.00	\$28.25	4.63%
30-39 rooms	\$32.50	\$34.25	5.38%
40-49 rooms	\$36.50	\$38.50	5.48%
50-59 rooms	\$41.00	\$43.00	4.88%
60 rooms and over	\$46.00	\$48.25	4.89%
Energy Reports and Certificates	\$4.25	\$4.50	5.88%
Filing Fee for appeals	\$32.50	\$35.75	10.00%
Certification of qualified energy Inspector	\$16.25	\$17.00	4.62%





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CALENDAR - [ACTION: TAKE 11]  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

AUG 3 1990  
SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, AUGUST 1, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR WALKER

ACTING CLERK: JONI LANDRY

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 64-90-31. [Lease of Property] Resolution authorizing the ground lease of real property required by the Public Utilities Commission for a direct current conversion substation; and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)
  - b) File 64-90-32. [Extension of Lease] Resolution authorizing extension of lease of real property at 100 McAllister Street for offices for the Public Utilities Commission's Bureau of Energy Conservation. (Real Estate Department)
  - c) File 68-90-11. [State Grant - Criminal Justice] Resolution authorizing the Mayor's Criminal Justice Council of the City and County to apply for, accept and expend funds totalling \$1,620,242 from the California Youth Authority for the 1990/91 "County Justice System Subvention Program" (CJSSP); providing for allocation; designating program coordinator; placing in reserve pending receipt of an expenditure plan from the Mayor's Criminal Justice Council. (Mayor)
  - d) File 68-90-12. [Mayor's Youth Fund] Resolution authorizing Mayor to accept \$42,500 on behalf of the City and County of San Francisco for use by the Mayor's Youth Fund. (Mayor)
  - e) File 107-90-3. [License Renewal] Resolution authorizing the execution of the application made by the San Francisco Department of Social Services to the State Department of Social Services for renewal of its license to act as an adoption agency. (Department of Social Services)



- f) File 130-90-4. [Grant - State Funds] Resolution authorizing the Chief Adult Probation Officer of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$41,500 made available through the Office of Criminal Justice Planning for a project entitled "Gang Caseloads Component of the Intensive Services Unit"; and agreeing to provide matching funds in the amount of \$22,860. (Mayor)
- g) File 138-90-3. [State Board of Control] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend funds in the amount \$168,000 made available through the State Board of Control, Victims of Crime Program, an agent of the State of California for a project entitled "Joint Powers Agreement with Victim Witness Assistance Center" for Fiscal Year 1990-91. (Mayor)
- h) File 138-90-4. [Grant - State Funds] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend grant funds in the amount \$245,980 made available through the California Office of Criminal Justice Planning for the operation of the Career Criminal Program for the twelve month period July 1, 1990 through June 30, 1991 and agreeing to provide cash match in the amount of \$24,598. (Mayor)
- i) File 138-90-5. [Grant - Federal Funds] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend grant funds in the amount \$75,000 made available through the California Office of Criminal Justice Planning for a project entitled "Gang Violence Suppression Program" for the twelve month period July 1, 1990 through June 30, 1991 and agreeing to provide cash match in the amount of \$25,000. (Mayor)
- j) File 143-90-4. [OCJP Funding] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$74,622 made available through the Office of Criminal Justice Planning for a project entitled "Expansion for the Senior Escort Patrol Project"; and agreeing to provide cash match in the amount of \$18,656. (Mayor)
- k) File 143-90-5. [OCJP Funding] Resolution authorizing the Chief of Police of the City and County of San Francisco to extend an Office of Criminal Justice Planning grant for three months, from July 1, 1990 through September 30, 1990, made available through the Office of Criminal Justice Planning for the project previously approved under Resolution No. 661-89 for the project entitled "Expansion for the Senior Escort Patrol Project". (Mayor)
- l) File 147-90-6. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend Library Services and Construction Act funds for Fiscal Year 1990/91 in an amount not to exceed \$139,000 to improve children's awareness of library resources. (Public Library)



- m) File 148-90-3. [Grant - State Funds] Resolution authorizing the Director of Public Works to annually apply for, accept and expend State funds for road projects under the State-Local Transportation Partnership Program as authorized by Senate Bill 300. (Department of Public Works)
- n) File 172-90-16. [Hold Harmless Agreement] Resolution authorizing the Police Department to execute a hold harmless agreement with the U.S. Federal Protective Services for use of their indoor range. (Police Commission)
- o) File 144-90-2. [Grant Federal Funds] Resolution authorizing the Executive Director of the Port to apply for, accept and expend funds from the U.S. Department of Commerce Economic Development Administration to repair earthquake related damages on Pier 45 consistent with the development of the Fisherman's Wharf Seafood Center Project. (Port)
- p) File 133-90-1. [Solid Waste Management] Resolution authorizing the Chief Administrative Officer of the City and County of San Francisco to accept and expend \$1,657,876 in funds from the Sanitary Fill Company to be used for the Solid Waste Management Program Projects and releasing a reserve of \$291,000 for the purpose of funding recycling, solid waste and hazardous waste projects within the Solid Waste Management Program. (Chief Administrative Officer)

ACTION: Items 1g, 1h, 1i, 1j, 1k, 1m, 1o, and 1p severed. Remainder of consent calendar recommended.

Item 1g, File 138-90-3. Amended to authorize an extension of the existing grant through June 30, 1991, and to increase the grant amount by \$168,000, from \$144,000, to \$312,000 (see file for details). New Title: "[State Board of Control] Authorizing the District Attorney of the City and County of San Francisco to apply for, accept, and expend additional funds in the amount of \$168,000, made available through the State Board of Control, Victims of Crime Program, an agent of the State of California for the extension of a project entitled "Joint Powers Agreement with Victim Witness Assistance Center" through June 30, 1991". Recommended as amended.

Item 1h, File 138-90-4. Recommended.

Item 1i, File 138-90-5. Recommended.

Item 1j, File 143-90-4. Recommended.

Item 1k, File 143-90-5. Recommended.

Item 1m, File 148-90-3. Amended to allow the Director of Public Works to annually apply for and accept, but not expend, State funds for road projects under the State-Local Transportation Partnership Program as authorized by Senate Bill 300 (see file for details). New Title: "[Grant State Funds] Authorizing the Director of Public Works to annually apply for and accept State funds for road projects under the State-Local Transportation Partnership Program as authorized by Senate Bill 300". Recommended as amended.



Item 1o, File 144-90-2. Recommended.

Item 1p, File 133-90-1. Amended title on page 1, line 4, to replace "\$291,000" with "\$298,000" (clerical error). Solid Waste Budget, dated 7/17/90, amended to reflect amendments moved in Committee (see budget dated 8/1/90 for details). Recommended as amended.

#### REGULAR CALENDAR

2. File 97-90-29. [Professional Membership] Ordinance amending Administrative Code, by amending Sections 16.6-5 and 16.6-26 thereof, to authorize the Public Utilities Commission, and departments thereunder, to join various organizations. (Public Utilities Commission)

(Continued from 7/11/90.)

ACTION: Hearing held. Amendment of the Whole (same title) adopted. Further amended on page 2, line 2, to delete "Western Council of Construction Consumers". Recommended as amended.

3. File 97-90-33. [Official Memberships] Ordinance amending Administrative Code, by amending Section 16.6-9 thereof, to add fifteen organizations to the membership list of the Department of Public Works. (Department of Public Works)

(Continued from 7/11/90.)

ACTION: Hearing held. Amended to add sixteen new memberships rather than fifteen. On page 1, under line 26, add "Applied Technology Council". On page 2, lines 22 and 23, after "Sciences" add a period and delete "Applied Technology Council". New Title: "[Official Memberships] Amending Administrative Code by amending Section 16.6-9 thereof, to add sixteen organizations to the membership list of the Department of Public Works". Recommended as amended.

4. File 101-89-144.1. [Government Funding] Ordinance appropriating \$533,708, for permanent salaries and related mandatory fringe benefits District Attorney and various program project budget, Police Department for Fiscal Year 1990-91. RO #9287 (Controller)

ACTION: Hearing held. Recommended.

5. File 101-89-148. [Government Funding] Ordinance appropriating \$11,185,849, Cleanwater Program, for capital improvement project (Mariposa Facilities Construction). RO #9300 (Controller)

ACTION: Hearing held. Amendment of the Whole (increasing the appropriation from "\$11,185,849" to "\$12,097,928") adopted. New Title: "[Government Funding] Appropriating \$12,097,928 for capital improvement project (Mariposa Facilities Construction), Cleanwater Program for Fiscal Year 1990-91. Recommended as amended.





6. File 91-90-1. [Redevelopment Agency Bonds] Resolution approving the issuance by the Redevelopment Agency of the City and County of (1) special tax bonds in a par value not to exceed \$15,000,000 pursuant to the Mello-Roos Community Facilities Act of 1982 to finance public infrastructure improvements; and of (2) revenue bonds in an aggregate principal amount not to exceed \$45,000,000 for the purpose of financing public facilities, all for the Yerba Buena Center Redevelopment Project Area. (Supervisor Ward)

ACTION: Hearing held. Consideration continued to meeting of August 8, 1990.



CITY AND COUNTY



OF SAN FRANCISCO

Public Library, Documents Dept.

ATTN: Gerry Roth

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 1, 1990

TO: Finance Committee

FROM: Budget Analyst (Recommendations)

SUBJECT: August 1, 1990 Finance Committee Meeting

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AUG 5 1990

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Item 1a - File 64-90-31

Departments: Public Utilities Commission (PUC)  
Real Estate Department

Item: Resolution authorizing the ground lease of real property  
and adopting findings pursuant to City Planning Code  
Section 101.1.

Location: George Washington High School Campus (see attachment)

Purpose of Lease: To permit the Public Utilities Commission to construct and  
maintain a Direct Current Conversion Substation to provide  
power for the electrified 31 Balboa Street transit line.

Lessor: San Francisco Unified School District

No. of Sq. Ft.  
and Cost:

1,770 sq. ft. for a prepaid lease amount of \$153,000. One-half  
of the lease amount (\$76,500) would be paid upon the  
execution of the lease and the remaining half (\$76,500)  
would be paid upon the commencement of the construction  
of the substation.

**Source of Funds:** Federal Urban Mass Transit Capital Grant Funds

**Term of Lease:** Ninety-nine years

**Comments:** 1. Mr. Kam Shadom, of the Public Utilities Engineering Bureau, reports that it is anticipated that construction on the substation will commence in January of 1991. Therefore, if the proposed 99-year ground lease is approved and the construction on the substation commences as anticipated in January of 1991, the total \$153,000 lease amount would be paid by January of 1991.

2. Mr. Nelson advises that the lease amount of \$153,000 is being prepaid because expenditure guidelines for the allocation of the Federal Urban Mass Transit Capital Grant Funds do not allow for extended rental payments for the 99-year term of the lease.

3. Mr. Robert Haslam, of the Real Estate Department, reports that the current fair market rental for the proposed ground lease of property is approximately \$129 per month for 1,770 sq. ft. @ approximately \$.073 per square foot. The total annual rental for the proposed ground lease of property is approximately \$1,548. Mr. Haslam advises that the proposed prepaid lease amount of \$153,000 was determined by multiplying the \$1,548 annual rental for the proposed ground lease of property times the ninety-nine year term of the lease.

4. The Department of City Planning has reported that the proposed ground lease of real property is in conformity with the Master Plan and consistent with the Eight Priority Policies of Planning Code Section 101.1.

**Recommendation:** Approve the proposed resolution.

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GEORGE WASHINGTON

HIGH SCHOOL

## CAMPUS

(portion)

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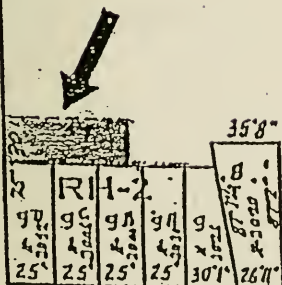
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BALBOA STREET





Item 1b - File 64-90-32

**Departments:** Public Utilities Commission (PUC)  
Real Estate Department

**Item:** Resolution authorizing the extension of a lease of real property.

**Location:** 100 McAllister Street (Rooms 401, 402 and 403)

**Purpose of Lease:** Office space for the PUC Bureau of Energy Conservation

**Lessor:** University of California, Hastings College of the Law

**Number of Sq. Ft. and Cost/Month:** 1,276 sq. ft. @ \$1.35/sq. ft. = \$1,723/month

**Annual Cost:** \$20,676

**% Increase Over 1989-90:** 4.7% based on cost per sq. ft.

**Utilities and Janitor Provided by Lessor:** Yes

**Source of Funds:** Hetch Hetchy Funds

**Term of Lease:** July 1, 1990 through June 30, 1991

**Right of Renewal:** 2 one-year options remain through June 30, 1993

**Comment:** According to the Real Estate Department, the proposed monthly rental rate of \$1,723 represents the current fair market rental for the proposed space.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 1c - File 68-90-11

**Department:** Mayor's Criminal Justice Council (MCJC)

**Proposed Action:** Resolution to apply for, accept and expend continuation grant subvention funds, designating the Deputy Mayor for Public Safety as the program coordinator, and placing \$340,255 in reserve pending receipt of an expenditure plan from the MCJC.

**Amount:** \$1,620,242

**Source of Funds:** California Youth Authority

**Term of Allocation:** July 1, 1990 through June 30, 1991

**Project:** AB 90 County Justice Systems Subvention Program (CJSSP)

**Project Description:** AB 90 Program funds are used to finance juvenile and adult justice programs, to reimburse the City and County for certain State mandated costs and to fund planning and coordinating activities.

Fiscal Year 1990-91 will be the thirteenth year of funding for this Program. The following table shows the fiscal year 1989-90 allocations and the proposed 1990-91 allocations at the maximum and at approximately 50% of the maximum funding level, which is currently being proposed by the Governor:

Summary 1990-91 AB 90 Proposed Budget

	<u>1989-90 Allocation</u>	<u>1990-91 Proposed Maximum</u>	<u>1990-91 at 50% Funding Level</u>
<u>Public Agencies</u>			
MCJC	\$352,131	\$340,255	\$170,128
Adult Probation Intensive Services Unit (ISU)	502,458	485,512	242,756
Public Defender Casework Preparation Program	<u>95,180</u>	<u>91,970</u>	<u>45,985</u>
Subtotal	<u>\$949,769</u>	<u>\$917,737</u>	<u>\$458,869</u>
 <u>Private Non-Profit Agencies</u>			
Legal Services for Children	\$109,518	\$105,824	\$52,912
Morrisania West	151,292	146,189	73,094
Chinatown Youth Center	141,620	136,844	68,422
San Francisco Educational Services	147,408	142,436	71,218
Central City Hospitality House	97,796	94,498	47,249

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

	1989-90 <u>Allocation</u>	1990-91 Proposed <u>Maximum</u>	1990-91 at 50% Funding <u>Level</u>
Catholic Charities - Mission District	\$26,953	\$26,044	\$13,022
Matching funds for Juvenile Justice Delinquency Prevention Program (JJDP)	<u>52,439</u>	<u>50,670</u>	<u>25,335</u>
Subtotal	<u>\$727,026</u>	<u>\$702,505</u>	<u>\$351,252</u>
Total	<u>\$1,676,795</u>	<u>\$1,620,242</u>	<u>\$810,121</u>

A description of the public agencies receiving AB 90 funds and the proposed maximum expenditures for 1990-91 are as follows:

**Mayor's Criminal Justice Council (MCJC) \$340,255**

MCJC is responsible for planning, administration and monitoring of special criminal justice programs. The proposed 1990-91 budget is \$11,876 less than the level of funding in 1989-90. A detailed breakdown of the proposed budgetary expenditure is not available at this time, pending further decisions by the Mayor's Office.

**Adult Probation Intensive Services Unit (ISU) \$485,512**

The ISU is designed to stabilize a select target population of felony offenders in their community through supervision and support services provided by the Adult Probation Department. The ISU is responsible for promoting public safety by ensuring compliance with the conditions of probation of individuals who have been placed on probation and assessed as being a high risk to the community and requiring close supervision and surveillance. The ISU is proposing a total 1990-91 budget of \$619,600 which is \$134,088 more than the \$485,512 allocation of the AB 90 Program recommended by the MCJC. MCJC staff report that the \$134,088 difference represents a \$72,142 surplus from the 1989-90 budget that will be carried forward to 1989-90, and a \$61,946 General Fund match which is included in the Adult Probation Department's 1990-91 budget. The total budget of \$619,600 for fiscal year 1990-91 is \$35,775 more than the fiscal year 1989-90 budget of \$583,825 which included carryover surplus in the amount of \$81,367 from fiscal year 1988-89 in addition to the grant allocation of \$502,458.

The ISU program budget proposed for 1990-91 is as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 1, 1990

<u>Salaries and Benefits</u>	<u>FTE</u>	
1 - 8434 Supervising Probation Officer	1.0	\$ 49,867
2 - 8442 Senior Probation Officers	2.0	90,519
6 - 8440 Probation Officers	6.0	246,705
2 - 1424 Clerk Typists	2.0	47,920
1 - 8106 Legal Process Clerk	1.0	27,247
Mandatory Fringe Benefits		<u>125,648</u>
Total Salaries and Benefits	12.0	\$587,906
<u>Professional &amp; Other Services</u>		
Psychiatric consultation (\$80/hr. x 150 hrs.)		\$12,000
Urinalysis testing (300 tests @ \$9.42/test)		2,827
Professional books and journals		<u>150</u>
Total Professional & Other Services		14,977
<u>Equipment</u>		
4 Dictaphone machines @ \$750 each		\$3,000
40 Microcassette tapes @ \$5 each		200
2 magnetic tape erasers @ \$25 each		<u>50</u>
Subtotal Equipment		3,250
<u>Materials and Supplies</u>		
Office supplies and stationery		\$2,400
Telephone, beeper, radio maintenance		<u>4,803</u>
Subtotal Materials and Supplies		7,203
<u>Travel</u>		
Use of employee cars (810 mi/mo x 25¢/mi x 12 mo)		\$2,430
Travel, lodging, dues (Gang Task Force)		950
Mental Health Conference for two employees		1,442
International Asian Organized Crime Conference for two employees		<u>1,442</u>
Subtotal Travel		6,264
Program Total		\$619,600
Less General Fund Match		61,946
Less 1989-90 Carryover Funding		<u>72,142</u>
Proposed 1990-91 AB 90 Funding		\$485,512

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Public Defender Casework Preparation Program      \$91,970**

This Program is designed to provide alternatives to removal from home, incarceration, remand adult court and to reduce the rate of recidivism among juveniles. The Program combines the services of two social workers with representatives of juvenile clients in court in order to develop viable dispositional plans which can be offered to the court as alternatives. The social workers work concurrently with a clinical child psychologist to determine whether a minor can be treated within the juvenile justice system and to evaluate programs and facilities available for placement and treatment of minors. The services provided by the clinical psychologist would be funded from the Public Defender's expert witness fund as an in-kind contribution to the program. The program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits</u>	<u>FTE</u>	
1 - 2940 Social Worker	1.0	\$42,532
1 - 2912 Social Worker	0.5	15,570
1 - 1426 Senior Clerk Typist	0.5	13,890
Mandatory Fringe Benefits		18,942
Bilingual Pay	_____	_____676
Subtotal Salaries and Benefits	2.0	\$91,610
<u>Travel</u>		
Gas/Vehicle Maintenance (\$30/mo. x 12 mos.)		_____360
Program Total		\$91,970

A description of the private non-profit agencies receiving AB 90 funds and the proposed allocations and expenditures for 1990-91 are as follows:

**Legal Services for Children (LSC)      \$105,824**

LSC is a status offender project which offers comprehensive legal representation, casework back-up, informal legal advice, counseling and referral to minors with 601 petitions (official status offenders) filed against them in Juvenile Court. Additionally, LSC services handicapped minors and minors who have been identified as pre-status offenders. The proposed 1990-91 program budget is as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 1, 1990

<u>Salaries and Benefits</u>	<u>FTE</u>	
Executive Director	0.4	\$13,200
Staff Attorney	0.4	10,000
Senior Legal Caseworker	0.4	9,968
Legal Caseworker	0.4	9,680
Administrator	0.4	5,892
Legal Secretary	0.2	9,240
Legal Secretary	0.2	4,400
Law Interns (In-Kind)		0
Social Worker Interns (In-Kind)		0
Fringe Benefits	_____	<u>13,082</u>
Subtotal Salaries and Benefits	2.4	\$75,462
 <u>Supplies &amp; Services</u>		
Audit		\$1,575
Janitorial Services		567
Office Supplies		2,100
Library		1,575
Rent		8,320
Postage/Messenger Service		1,050
Copying		1,680
Local Travel		1,000
Telephone/Answering Service		3,570
Insurance/Memberships		7,000
Equipment Maintenance		700
Staff Development/Training		<u>1,225</u>
Subtotal Supplies & Services		<u>30,362</u>
Program Total		\$105,824

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Morrisania West, Inc.**

**\$146,189**

Morrisania West, Inc. provides educational and counseling services to status and delinquent offenders. Additionally, the organization offers recreational and cultural activities to its clients. The program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits</u>	<u>FTE</u>	
Executive Director	0.45	\$23,188
Accountant	0.125	3,128
Program Director/Counselor	1.0	24,206
Instructor	0.55	16,349
Instructor	0.75	16,107
Secretary	1.0	17,004
Fringe Benefits		<u>15,742</u>
Subtotal Salaries and Benefits	3.875	\$115,724
<u>Contractual Services</u>		
Copy Machine Rental		\$1,380
Typewriter Rental		996
Telephone		3,519
Postage		600
Insurance		3,000
Property Rental		<u>19,200</u>
Subtotal Contractual Services		\$28,695
<u>Materials and Maintenance</u>		
Supplies		\$670
Building & Equipment Maintenance		<u>500</u>
Subtotal Materials & Maintenance		1,170
<u>Other Expenses</u>		
Student Activities		<u>600</u>
Program Total		\$146,189

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Chinatown Youth Center**

**\$136,844**

The Chinatown Youth Center is a crisis prevention and education project which provides services for young Asian status offenders and their families. In addition to services being provided at the Center, services will also be provided at various sites frequented by Asian language(s) speaking youths and their families utilizing the following formats: audiovisual presentations, workshops, discussion groups, newspaper articles, television and radio broadcasts, bilingual brochures, in-service training for schools and other agency personnel. The program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits</u>	<u>FTE</u>	
Executive Director	0.2	\$7,560
Coordinator of Support Services	0.2	5,000
Administrative Assistant	0.2	3,924
Counseling Coordinator	0.35	9,450
Youth & Family Counselors	3.0	60,925
Legal Casework Social Worker	0.14	5,114
Employment Specialist	0.5	8,925
Clerk/Receptionist	0.2	3,136
Fringe Benefits		<u>18,587</u>
Subtotal Salaries and Benefits	4.79	\$122,621
<u>Other Costs</u>		
Insurance - Liability, Comprehensive, Malpractice & Bond		\$2,400
Rent		8,640
Postage		500
Office Supplies		500
Program Supplies		305
Seminars/Conferences		500
Local Travel		<u>1,378</u>
Subtotal Other Costs		<u>14,223</u>
Program Total		\$136,844

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**San Francisco Educational Services**

**\$142,436**

San Francisco Educational Service is an educational counseling program which provides services for minors who are experiencing extreme difficulties in school or who have dropped out of school, and who are considered to be or are in danger of becoming status offenders. The services provided include individual tutoring, assistance with school placement, informal personnel counseling and referral, and ongoing contact and coordinating with all concerned persons and agencies. The program budget proposed for 1990-91 is as follows:

Salaries & Benefits

Executive Director	\$8,614
Program Director	33,158
Educational Coordinator	14,000
Comptroller	5,141
Secretary	5,583
35 Educational Counselors	
(3,004 hrs @ \$13.65/hour)	41,000
Fringe Benefits	<u>19,880</u>

Subtotal Salaries & Benefits

\$127,376

Services & Supplies

Office Supplies	\$1,100
Educational Materials	663
Printing	1,000
Copying and Machine Repair	400
Telephone	840
Postage	800
Staff Training	480
Field Trips	450
Advertising	325
Audit	<u>1,238</u>

Subtotal Services & Supplies

7,296

Rent/Utilities

6,305

Insurance

1,459

Program Total Budget

\$142,436

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Central City Hospitality House**

**\$94,498**

Hospitality House provides services for youth through its Tenderloin Youth Streetwork Program (TYSP). These services include disseminating literature on TYSP to youth on the streets, to hotels and other areas frequented by young people in an effort to divert them from drug use and prostitution. Young people contacting TYSP are referred to agencies that provide food, housing, clothing, medical care, legal assistance, job training and referral and other support services. The program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits</u>	<u>FTE</u>	
Program Director	0.38	\$12,770
Program Coordinator	0.25	6,890
Senior Case Manager	1.0	20,070
Case Manager	1.0	19,570
Executive Director	0.08	3,160
Operations Director	0.08	2,880
Administrative Manager	0.08	2,000
Fringe Benefits		<u>11,360</u>
Subtotal Salaries and Benefits	2.87	\$78,700
<u>Services &amp; Supplies</u>		
Telephone		\$1,350
Rent		2,300
Utilities		1,048
Repairs & Maintenance		600
Insurance		<u>1,500</u>
Subtotal Services & Supplies		6,798
<u>Client Services</u>		
Food (\$750/mo. x 12 mos.)		<u>9,000</u>
Program Total		\$94,498

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Catholic Charities - Mission District** **\$26,044**

Catholic Charities - Mission District provides individual and family crisis counseling for Hispanic status offenders and their families. The agency's objective for this counseling is family reunification. The program budget proposed for 1990-91 is as follows:

<u>Salary and Benefits</u>	<u>FTE</u>	
Counselor	0.91	\$21,225
Benefits		<u>4,819</u>
Subtotal Salary and Benefits	0.91	<u>\$26,044</u>
Program Total		\$26,044

**Matching funds for Federal Juvenile Justice  
Delinquency Prevention Program (JJDP)** **\$50,670**

These funds would be allocated to provide matching funds for five Juvenile Justice Delinquency Prevention (JJDP) programs funded through the State Office of Criminal Justice Planning (OCJP). The detailed budgets for 1990-91 have not been finalized for these five programs. However, the Mayor's Office anticipates that in FY 1990-91 the amount of \$50,670 in AB 90 funds will be used to match Federal JJDP funds as follows:

	<u>JJDP Federal</u>	<u>AB 90 Match</u>	<u>Total</u>
Bayview Hunters Point Counseling Program	\$11,832	\$16,144	\$27,976
Sunset Counseling Program	11,832	16,344	28,176
Status Offenders Counseling Program	12,500	15,262	27,762
Status Offenders Counseling Supervisor	<u>3,416</u>	<u>2,920</u>	<u>6,336</u>
Total	\$39,580	\$50,670	\$90,250

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. As previously noted, a detailed breakdown of the Mayor's Criminal Justice Council's (MCJC's) \$340,255 budget is not available at this time, pending further decisions by the Mayor's Office. The proposed resolution would place \$340,255 for the MCJC on reserve pending submission by the MCJC of a detailed budget to the Finance Committee.

2. The proposed total AB 90 allocation of \$1,620,242 is \$56,553, or 3.4 percent less than the \$1,676,795 allocation received in FY 1989-90.

3. The Mayor's Office has prepared a Summary of Grant Request, which is attached.

**Recommendation:** Approve the proposed resolution.

Grantor STATE OF CALIFORNIA Division MAYOR  
 Contact Person MICHAEL CARDIFF/ED NIELSON Section PUBLIC SAFETY OFFICE  
 Address 4241 WILLIAMSBOROUGH DRIVE Contact Person JOYCE O. SMITH  
SACRAMENTO, CALIFORNIA 95823 Telephone (415) 554-6560  
 Amount Requested \$ 1,620,242 - Pending Allocation Application Deadline STATE ALLOCATION  
 Term: From JULY 1, 1990 To JUNE 30, 1991 Notification Expected FINALIZATION OF STATE BUD  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 1,620,242 from the period of July 1, 1990 June 30, 1991  
 to provide crisis intervention; alternative sentencing; planning research  
services.

II. Summary: (Concise history, need addressed; number & groups served; services and providers) Nine neighborhood-based community agencies  
 provide crisis intervention and long term counseling for status offenders under terms of a  
citywide plan (per a Board resolution) for this client population; alternative sentencing  
programs for high risk adult and juvenile offenders; to fund planning, administration,  
research and monitoring activities at MCJC.

### III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds: A reduction of these funds (depending on  
 the size of the reduction) could create layoffs. Termination could cause the community  
 based agencies to close down their programs and public departments to layoff staff.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change over 2 yrs.	Req. Match	Approved by
Grant Amount	\$1,735,591	\$1,676,795	*\$1,620,242	(~\$115,349)	-0-	_____
Personnel	922,640	889,044	862,510	(~\$ 60,130)	-0-	_____
Equipment	14,000	1,700	1,620	(~\$ 12,380)	-0-	_____
*Contract Svc.	756,493	727,026	702,505	(~\$ 53,988)	-0-	_____
Mat. & Supp.	38,958	53,025	48,607	(+\$ 9,649)	-0-	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Travel	3,500	6,000	5,000	(+\$ 1,500)	-0-	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

\*\$340,255 for Mayor's Office will be put on reserve until budget is final

### VI. Data Processing

(none included above)

N/A

### VII. Personnel

F/T CSC	_____	_____	12	_____
P/T CSC	_____	_____	2	_____
Contractual	_____	_____	42 (12 FTE & 30 PTE)	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 For CSC employees - Department's Budget

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exception Form)



Item 1d - File 68-90-12

1. The proposed resolution would authorize the Mayor to accept donations totalling \$42,500 for deposit to the Mayor's Youth Fund. The funds would be used to support the Mayor's Team '90 program, which is a summer youth employment program for teenagers at risk with gang violence. The Mayor's Youth Fund relies exclusively upon donations from private sources to support this program.

2. The following organizations have contributed money to the Mayor's Youth Fund for 1990-91:

Transamerica Corporation	\$5,000
Pacific Gas and Electric Company	10,000
Bank of America	7,500
Pacific Bell	5,000
Pacific Telesis	5,000
Bechtel Foundation	5,000
McKesson Foundation	<u>5,000</u>
Total	\$42,500

Comments

1. According to Ms. Sandy Bonilla of the Mayor's Office, the Mayor's Team '90 program is in its second year of operation. The program provides at-risk youths of 14 to 21 years of age with part-time jobs for six weeks during the summer in the Recreation and Park Department, the Department of Public Works (DPW), the Housing Authority and the California Conservation Corps. In addition, the program provides weekly job readiness training and a graduation banquet at the end of the six-week program. The youths work 20 hours per week and are supervised by existing City employees.

2. This summer, the program will fund the wages of 64 youths, 60 who work at the Recreation and Park Department, DPW and the Housing Authority, and four who work at the California Conservation Corps. Ms. Bonilla indicates that the work for the California Conservation Corps is more demanding than the work at the other City agencies and therefore, the wage rate for working at the Conservation Corps (\$4.75/hour) is higher than for working at the other agencies (\$4.25/hour).

3. The program also funds the stipends for two non-profit organizations, Directions and Parents of Success, who provide the job readiness training workshops, to partially reimburse the services of these organizations. Ms. Bonilla reports that the non-profit organizations provide time and labor, materials, supplies and equipment which have values exceeding the \$5,500 stipend for the two organizations provided by the Mayor's Team '90 program. However, Ms. Bonilla is unable to estimate the actual value of the services. Other program expenses include Mayor's Team '90 T-shirts for the youths, a graduation banquet at the end of the six week program and office supplies. The budget provided by the Mayor's Office is as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 1, 1990

Mayor's Team '90

Youth Worker Payroll Wages for 64 youths at an average of \$4.58/hour x 6 weeks x 20 hours/week	\$35,150
Stipends for Non-Profit Training Services	5,500
Mayor's Team '90 T-shirts	500
Graduation Banquet	800
Office Supplies	<u>550</u>
Total Budget	\$42,500

Recommendation

Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 1e - File 107-90-3

1. The proposed resolution would authorize the execution of the application made by the San Francisco Department of Social Services (DSS) to the State Department of Social Services for renewal of its license to act as an adoption agency.

2. DSS currently administers the public adoption program in the City and County of San Francisco. DSS must apply for renewal of its license to act as an adoption agency annually.

3. According to Ms. Ann O'Rielly of DSS, the City is not required to act as an adoption agency, as it is a service which the State will provide. However, Ms. O'Rielly reports that providing adoption services at the local level expedites the adoption process. Ms. O'Rielly estimates that State-processed adoptions may take up to one year longer to complete than if processed by the City. Consequently, DSS has been licensed to act as a public adoption agency since 1963.

4. The City is not required to pay an application fee to apply for the adoption agency license.

5. Ms. Michelle Ruthford of DSS reports that the State of California reimburses DSS for the operating expenses of the public adoption program at a capped level which is approximately 75 percent of the total program budget. For FY 1989-90, DSS's public adoption program costs totalled \$1,137,000. DSS contributed \$273,190 and was reimbursed for \$863,810 by the State for the public adoption program. DSS projects that its FY 1990-91 contribution to the public adoption program would be \$329,000, which is included in the DSS FY 1990-91 budget. DSS projects the total FY 1990-91 public adoption program budget to be \$1,198,962 with the State reimbursing DSS for approximately \$869,962.

6. Ms. Ruthford also reports that DSS projects that the current State budget cuts will have no significant impact on the public adoption program funding.

Recommendation:

Approve the proposed resolution.



Item 1f - File 130-90-4

**Agency:** Adult Probation

**Item:** Resolution authorizing the Chief Probation Officer to apply for, accept and expend continuation grant funds, and agreeing to provide matching funds of \$22,860.

**Grant Amount:** \$41,500

**Source of Grant:** California Office of Criminal Justice Planning (OCJP), Gang Violence Suppression Funds

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Gang Caseloads Component of the Intensive Services Unit

**Description:** The proposed grant would fund one 8440 Probation Officer, required OCJP travel costs, and operating expenses to provide intensive supervision and surveillance of Latino males between the ages of 18 and 30 who are on probation for gang-related criminal activity. This program has been in operation since 1986.

**Number of Persons to be Served:** 40 to 50 probationers

**Project Budget:**

<u>Personnel</u>		
1 8442 Sr. Probation Officer	\$45,259	
Fringe Benefits	<u>12,049</u>	
Total Personnel		\$57,308

Travel (OCJP Requirement)  
Use of employee's car for field visits  
(163 miles/mo. x 12 mos. x \$0.22/mile) 430

Travel, meals, dues for participation  
in State-wide Gang Task Force 444

OCJP administered training and meetings  
(bi-annual, two-day meetings)

Registration	190	
Hotel (2 nights @ \$79/night x 2 meetings)	316	
Meals (\$37/day x 4 days)	148	
Travel and ground transportation to meetings in Orange County	<u>356</u>	
Total Travel Expenses		1,884

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Operating Expenses:

Annual grant audit	\$643	
Indirect Costs	<u>4,525</u>	
Total Operating Expenses		<u>\$ 5,168</u>
Total Project Budget		\$64,360
Less Proposed Grant		<u>41,500</u>
Total Local Match		\$22,860

**Indirect Costs:** \$4,525, or 10 percent of personnel salaries.

**Required Match:** \$22,860, or 35.5 percent of the total project budget. The required match of \$22,860 is included in the Adult Probation's 1990-91 budget.

**Comments:**

1. This is the third year that a local match has been required for this project. The matching funds requirement of \$22,860 has increased from 31 percent (\$18,654) in fiscal year 1989-90 to 35.5 percent in the proposed 1990-91 budget. Mr. Tom Jobe of Adult Probation reports that the State has determined that the grant amount for 1990-91 will be the same as the 1989-90 amount of \$41,500, and that the City is required to fund the \$22,860 difference between the total project costs of \$64,360 and the grant amount of \$41,500. In fiscal year 1989-90, the total project costs were \$60,154 (\$41,500 State grant plus \$18,654 local match).

2. The services for this program were previously performed by an entry level 8440 Probation Officer. On November 13, 1989, the Civil Service Commission approved the upward reclassification of the 8440 Probation Officer (\$38,974 annually, at the top step) to a 8442 Senior Probation Officer (\$42,900 annually, at the top step) based on the difficulty and complexity of the work involved. In May of 1990, the Board of Supervisors approved a resolution (File 130-90-2) authorizing the Chief Probation Officer to increase the local match by \$4,821 from \$13,833 to \$18,654 to account for the increased cost of the reclassification. The increased match of \$18,654 represented 31 percent of the total project costs of \$60,154 in FY 1989-90. In May of 1990, the Adult Probation Department had reported to the Board that the FY 1990-91 grant amount could be expected to remain constant at \$41,500, and that the local match could be expected to be more than 31 percent in FY 1990-91. The additional local match cost increase from \$18,654 in FY 1989-90 to the

proposed match of \$22,860 in FY 1990-91, an increase of \$4,206, is largely the result of salary standardization.

3. According to the Adult Probation Department, the program's narrow focus based upon ethnic background permits the Probation Officers to develop a greater familiarity with gang structure, membership and behavior patterns. A second Probation Officer, funded by a separate grant, supervises a gang caseload largely comprised of Asians.

4. The Department has prepared a Summary of Grant Request, which is attached.

**Recommendation:** Approve the proposed resolution.



Item No. \_\_\_\_\_

## - Summary of Grant Request

Rev. 4/10/90

California Office of Criminal  
Justice Planning  
Grantor  
Contact Person Olin Jones  
Address 1130 K Street  
Sacramento, CA 95814

Division Adult Probation Department  
Section Community Services  
Contact Person Sergio Calizo  
Telephone 553-1919  
Application Deadline 6-30-90  
Notification Expected \_\_\_\_\_

Amount Requested \$ 41,500  
Term: From 7-1-90 To 6-30-91

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
(Circle appropriate words) grant in the amount of \$ 41,500 from the period of 7-1-90 to 6-30-91  
to provide intensive supervision services.

II. Summary: (Context/history; need addressed; number & groups served; services and providers)

This grant is entering its fifth year, and is basically unchanged since inception. One probation officer intensively supervises a caseload of up to 50 probationers who are gang members. The majority of the caseload is Hispanic. The officer has a thorough knowledge of Hispanic gang activities and of community resources. He works closely with the police, DA and various treatment providers.

III. Outcomes/Objectives:

The objective is to lower the recidivism of probationers assigned to the grant caseload, either through their rehabilitation or their prompt incarceration if they commit probation violations.

IV. Effects of Reduction or Termination of These Funds: The program would end, resulting in the removal from close probation supervision of 50 felons who are members of criminal gangs. Those individuals would be less likely to receive rehabilitation services or to be returned to court for violations of probation.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	44,266	41,500	41,500	0	22,860	
Personnel	48,150	54,131	57,308	+3,177		
Equipment	0	0	0	0		
*Contract Svc.	0	0	0	0		
Mat. & Supp.	0	0	0	0		
Facilities/Space	0	0	0	0		
Other	3,437	2,111	2,527	+ 416		
Indirect Costs	3,746	3,912	4,525	+ 613		

VI. Data Processing

(none included above)

N/A

VII. Personnel

	1	1	1	None
FT CSC	0	0	0	
P/T CSC	0	0	0	
Contractual	0	0	0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How? Yes, because of seniority. However, the most recently hired probation officer in the Department would be laid off.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)

N/A

Item 1g - File 138-90-3

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend continuation State grant funds.

**Source of Grant:** California State Board of Control, Victims of Crime Program

**Amount:** Not to exceed \$168,000.

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Joint Powers Agreement with Victim Witness Assistance Center

**Description:** This would be the fifth year of State funding for this project. The Victim/Witness Center Project (Center), administered by the District Attorney's Office, provides a broad range of services to victims of crime, including the following: (1) crisis intervention and emergency services; (2) training and public awareness programs; (3) orientation to the local criminal justice agencies; and (4) the filing of victim claim forms for compensation through the State Board of Control.

In FY 1986-87, the first Joint Powers Agreement, between the State Board of Control and the Victim/Witness Center was approved by the Board of Supervisors so that the filing of victim claims could be accomplished locally. Prior to 1986, the majority of claims were processed by State Board of Control staff in Sacramento. This agreement authorized the Center a staff position and transferred the major responsibility for claims verification from the State to the Center. The ability to verify claims locally results in expediting payments being made to victims of crime from an average of five months to three months.

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Executive Director	.10	\$5,744
	Victim Claims Coordinator	.90	38,093
	Claims Specialist	.10	3,043
	Victim/Witness Technician	3.55	87,529
	Senior Clerk Typist	.20	5,313
	Fringe Benefits		<u>11,075</u>
	Subtotal Personnel	4.85	\$150,797

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Operating Expenses

Travel (two grant related conferences, staff mileage, training)	\$868	
Telephone	2,847	
Copying	1,523	
Office Supplies	846	
Equipment	112	
Postage	398	
Machine Rental	529	
Audit (1% of total grant)	<u>1,680</u>	
Subtotal - Operating Expenses		\$8,803
Indirect Costs (5% of total program budget)		<u>8,400</u>
Total Program Budget		\$168,000

Required Match: None

Comments:

1. In August, 1989, the Board of Supervisors approved a resolution authorizing a grant of \$144,000 for the period July 1, 1989 through June 30, 1990 (File 138-89-8). Ms. Mary King-Gorwky of the District Attorney's Office reports that the State Board of Control has requested that the current grant be extended for a second year rather than have the City apply for a new (continuation) grant, which is the subject of the proposed resolution. The requested grant extension would result in a two-year grant for the period of July 1, 1989 through June 30, 1991 in the amount of \$312,000 (\$144,000 for 1989-90 plus the proposed extension for 1990-91 of \$168,000). Therefore, the proposed legislation should be amended to authorize an extension of the existing grant through June 30, 1991, and to increase the grant amount by \$168,000.

2. Ms. Jean Hassett of the District Attorney's Office reports that, at this time, the State has not explained why a grant extension rather than a new grant application is requested.

3. The District Attorney's Office has prepared a Summary of Grant Request which is attached.

Recommendation:

Amend the proposed resolution to authorize an extension of the existing grant through June 30, 1991 and to increase the grant amount by \$168,000 from \$144,000 to \$312,000, and approve as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

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Item 1h - File 138-90-4

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend continuation State grant funds.

**Amount:** \$245,980

**Source of Funds:** California Office of Criminal Justice Planning

**Project Period:** July 1, 1990 through June 30, 1991

**Project:** Career Criminal Program

**Project Description:** This would be the twelfth (12) year of funding for this State mandated program. The Career Criminal Program provides specialized, intensive prosecution focused on repeat offenders involved in robbery and residential burglary. Policies of the program include requesting high bail amounts, no plea bargaining, and recommending the highest reasonable State prison sentences.

<b>Project Budget:</b>	<u>Salaries</u>	<u>FTE</u>	<u>Amount</u>
	Head Attorney	.77	\$73,167
	Principal Attorney	.90	79,467
	Investigator	.70	32,610
	Criminal Justice Specialist II	.25	10,569
	Legal Stenographer	.25	<u>9,471</u>
	Subtotal Salaries	2.87	\$205,284
	<u>Mandatory Fringe Benefits</u>		<u>43,493</u>
	Subtotal Personnel Costs		\$248,777
	<u>Operating Expenses</u>		
	Travel (one grant-related two day conference Southern California for two persons)		\$ 1,262
	Audit		2,706
	Office Supplies		529
	Telephone		1,779
	Other		<u>1,996</u>
	Subtotal-Operating Expenses		8,272
	<u>Indirect Costs</u> (5% of total program budget)		<u>13,529</u>
	Total Program Budget		\$270,578
	Less required local match		<u>24,598</u>
	Total Proposed Grant		\$245,980

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 1, 1990

**Required Match:** The required match of \$24,598 is included in the District Attorney's budget for FY 1990-91. The required match is ten percent of the requested grant amount.

**Comments:** 1. The level of funds requested in this resolution represents a (2.6 percent) decrease from the \$250,000 received in FY 1989-90.

2. This proposed grant of \$245,980 would increase the total cost of this program to \$761,171. The total cost, \$761,171, which includes the proposed grant cost, \$515,191, which includes the proposed required match, is included in the District Attorney's 1990-91 budget.

3. The District Attorney has prepared a Request, which is attached.

**Recommendation:** Approve the proposed resolution.



## ATTACHMENT

Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Grantor Office of Criminal Justice Planning Division District Attorney  
 Contact Person Ralph Rowe Section \_\_\_\_\_  
 Address 1130 K Street, suite 300 Contact Person Mary King-Gon  
Sacramento, CA 95814 Telephone 553-1020  
 Amount Requested \$ \$270,578 Application Deadline \_\_\_\_\_  
 Term: From 7/1/90 To 6/30/91 Notification Expected \_\_\_\_\_  
 Health Commission \_\_\_\_\_ Board of Supervisors Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a ~~(new)~~ (continuation) ~~(renewal)~~ (renewal) grant in the amount of \$270,578, from the period of 7/1/90 to 6/30/91 to provide Career Criminal Prosecution Program  
 (Circle appropriate words)

II. Summary: (Concise summary of background, need, and purpose of project)

The Career Criminal Program, a State mandated project, is now beginning its first year. The underlying essence of the Career Criminal Program, during this time, has been to concentrate on crime specific concentrating on the cases involving robbery and residential burglary. The Office of Criminal Justice Planning has reduced the funding of the Career Criminal Program for Fiscal Year 90-91 by

III. Outcomes/Objectives:

The recidivist offender who persists in the commission of these offenses has a negative effect on the quality of life of law abiding San Francisco citizens. The most important objective for the Career Criminal Program is the prosecution and incarceration of the "CAREER CRIMINAL". See Attachment for additional objectives.

IV. Effects of Reduction or Termination of These Funds:

As the Career Criminal Program has proven to be effective as well as valuable to the City and County of San Francisco, continued funding will be sought to maintain this project. The community will be negatively impacted should the program be reduced or terminated.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year Orig.	Col. C Proposed	Col. D Change	Req. Match
Grant Amount	277,750	277,750	270,578	-6,520.	24,598
Personnel	254,421	256,238	248,777		
Equipment	N/A	N/A	N/A		
*Contract Svc.	N/A	N/A	N/A		
Mat. & Supp.	N/A	529	529		
Facilities/Space	N/A	N/A	N/A		
Other	2,715	7,095	7,743		
Indirect Costs	20,614	13,888	13,529		

VI. Data Processing

(Leave blank above)

N/A

N/A

N/A



Item 1i - File 138-90-5

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend continuation State grant funds.

**Source of Grant:** California Office of Criminal Justice Planning

**Amount:** \$75,000

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Gang Violence Suppression Program

**Description:** This would be the seventh year of funding for the Gang Violence Suppression Program. The measurable objectives to be accomplished during the grant period are: (1) target known gang leaders and increase the number of gang leaders prosecuted by 15%; (2) increase the incarceration rate to 75% or above so that almost every gang member targeted will be incarcerated as a result of that prosecution; and (3) increase the targeting of gang members on probation from previous convictions by 50%, and revoke those probations when there is any subsequent illegal conduct.

The staff prosecutor will vertically prosecute all adult gang members involved in gang-related activity and will coordinate with the juvenile prosecution of related gang members. A vertical prosecution uses the same attorney on a case from initiating the charges or authorizing the warrant through the Municipal and/or Superior Courts until the case is adjudicated.

The staff prosecutor will also be an integral part of the Gang Event Response Team and will work with the investigating agencies before and after arrests are made on gang violence cases. The prosecutor will be on-call 24 hours per day for any assistance needed during the course of those investigations, and will coordinate all probationary sentences and revocations with the two gang violence probation officers.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 1, 1990

Project Budget:	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>	
	Principal Attorney (8180)	.80	\$70,637	
	Assistant Investigator (8132)	.10	3,040	
	Fringe Benefits		<u>18,053</u>	
	Subtotal - Personnel	.90		\$91,730
	<u>Operating Expenses</u>			
	Travel (one grant-related conference)		714	
	Telephone		593	
	Supplies		176	
	Other		787	
	Audit		<u>1,000</u>	
	Subtotal - Operating Expenses			3,270
	Indirect Costs (5% of total costs)		<u>5,000</u>	
	Total Project Budget			\$100,000
	Less required local match		<u>25,000</u>	
	Total Proposed Grant			\$75,000
Required Match:	\$25,000, which is included in the District Attorney's FY 1990-91 budget.			
Comments:	<ol style="list-style-type: none"><li>1. The level of funding requested in this proposal is the same level of funding received in FY 1989-90.</li><li>2. The District Attorney has prepared a Summary of Grant Request, which is attached.</li></ol>			
Recommendation:	Approve the proposed resolution.			

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor Office of Criminal Justice Planning  
 Contact Person Kirby Everhart  
 Address 1130 K Street, Suite 300  
Sacramento, CA 95814  
 Amount Requested \$ \$100,000  
 Term: From 7-1-90 To 6-30-91  
 Health Commission                      Board of Supervisors                      Finance Committee                     

Division District Attorney  
 Section                       
 Contact Person Marv King-Gorwky  
 Telephone 553-1020  
 Application Deadline                       
 Notification Expected                       
 Full Board                     

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (renewal/extension) grant in the amount of \$100,000. from the period of 7/1/90 to 6/30/91 to provide Gang Violence Prosecution Program services.

II. Summary: (Concise summary of project, including a brief statement of purpose and justification)  
The Gang Violence Suppression Program, a State mandated project, is now beginning its 7th year of funding. During this time, the underlying essence of the program has not changed. The Gang Violence Suppression Program is designed to be crime specific focusing on the vertical prosecution of all adult gang members involved in gang-related activity.

III. Outcomes/Objectives:  
See Attachment

IV. Effects of Reduction or Termination of These Funds:  
As the Gang Violence Suppression Program has proven to be effective as well as valuable to the Citizens of the City and County of San Francisco, continued funding will be sought in order to maintain this project. The community will be negatively impacted should this type of prosecution be reduced or terminated.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>101,002</u>	<u>100,000</u>	<u>100,000</u>	<u>-0-</u>	<u>25,000</u>	<u>                    </u>
Personnel	<u>91,778</u>	<u>92,349</u>	<u>91,730</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Equipment	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Contract Svc.	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Mat. & Supp.	<u>N/A</u>	<u>150</u>	<u>176</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Facilities/Space	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Other	<u>1,914</u>	<u>2,501</u>	<u>3,094</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Indirect Costs	<u>7,310</u>	<u>5,000</u>	<u>5,000</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

VI. Data Processing

(See attached sheet) N/A N/A N/A                                                               

VII. Personnel

	<u>1*</u>	<u>2*</u>	<u>2*</u>	<u>                    </u>	<u>                    </u>
F/T CSC	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
P/T CSC	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>                    </u>	<u>                    </u>
Contractual	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>                    </u>	<u>                    </u>

positions at varying percentages - balance paid by District Attorney General Fund  
 Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

See VII. Above

VIII. grant funded employees be retained after this grant terminates? If so, How?  
Grant funded employees will be retained contingent upon continued source of funding available.

VIII. Contractual Services: Open Bid                      Sole Source                      (If sole source, attach Request for Proposals Form)

## ATTACHMENT

## III. Outcomes/Objectives:

Within the 49 square miles of the City and County of San Francisco there are approximately fifty (50) recognized gangs with over 2,000 documented gang members. It is estimated that there are an additional 1,000 undocumented gang members as well as hundreds of aspiring gang members. Therefore, the most important results we expect to achieve through this program are to target known gang leaders and increase the number of gang leaders prosecuted; increase the incarceration rate so that almost every gang member targeted for Grant prosecution will be incarcerated as a result of that prosecution; and to increase the targeting of gang members on probation from previous conviction and revoke those probations when there is subsequent illegal conduct.



Items 1j and 1k - Files 143-90-4 and 143-90-5

**Departments:** Mayor's Office for the Police Department

**Items:** Resolution authorizing the extension of a State grant for three months (File 143-90-5)

Resolution authorizing the Chief of Police to apply for, accept and expend continuation State grant funds, and agreeing to provide a \$18,656 cash match (File 143-90-4)

**Grant Amount:** \$37,761, to be carried forward from FY 1989-90 (File 143-90-5)

\$74,622, proposed new grant amount for FY 1990-91 (File 143-90-4)

**Source of Grant:** California Office of Criminal Justice Planning (OCJP)

**Grant Period:** July 1, 1990 through September 30, 1990 for the grant extension;

July 1, 1990 through June 30, 1991 for the proposed new grant.

**Project:** Expansion of Services for the Senior Escort Patrol Project

**Project Description:** On August 30, 1989, the Board of Supervisors approved a resolution (File 143-89-5) authorizing \$85,122 in State OCJP grant monies and a \$12,144 local match, for a total project budget of \$97,266, for the Expansion of Services for the Senior Escort Patrol Project for the period from July 1, 1989 through June 30, 1990. The Mayor's Office is now requesting an extension of the grant for three months from July 1, 1990 through September 30, 1990 (File 143-90-5) and authorization to apply for, accept and expend a second year OCJP grant of \$74,622 for the period July 1, 1990 through June 30, 1991.

The Police Department's Expanded Senior Escort Program provides four "Escort Patrols" in the Tenderloin (four teams), the South of Market (two teams), the Western Addition (two teams), and San Francisco General Hospital (one team). Each of the nine teams is staffed with two, existing City-funded patrol staff, for a total of eighteen patrol staff. The patrols provide a combination of services including a "safety watch" over specific routes which are heavily traveled by seniors and the "pick-up" of clients from their homes and escorting them to destinations within their neighborhoods. Equipped with hand-held portable radios,

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



the patrols have the ability to call for emergency services, to report crimes and to maintain contact with a base station.

Due to administrative delays and delays due to the reorganization of the Senior Escort Program which occurred during fiscal year 1989-90, the Expanded Senior Escort Patrol Project did not begin operation until March of 1990. The Mayor's Office is requesting the extension of the grant period for an additional three months in order to expend \$37,761 of the original \$85,122, which was not expended during FY 1989-90, to accomplish the goals established for the first year grant funds.

**Number of Persons  
to be Served:**

Approximately 8,000 escort trips and direct outreach to approximately 800 seniors.

**Project Budget:**

**Project Budget - Proposed Grant Extension**

Personnel

Patrol Director (0.78 FTE)	\$28,000	
Fringe Benefits	<u>3,109</u>	
Subtotal Personnel		\$31,109

Funding would be used to reimburse the General Fund retroactively for approximately nine months of salaries and a portion of the fringe benefits for the Patrol Director.

Travel

2,265

Funding was originally budgeted for two State mandated conferences. However, the Patrol Director was unable to attend the conferences during FY 1989-90. Mr. Paul Knight of the Senior Escort Patrol Program reports that the State may not allow funds budgeted for Travel to be expended for other items. Mr. Knight states that of the budgeted amount of \$2,265, 12.5 percent, or \$283 represents the local match. Mr. Knight indicates that although the balance of \$1,982 could be expected to be returned to the State, the Department is requesting that the funds be carried forward because they will be asking the State if exceptions may be granted.

Operating Expenses

5 Uniform Jackets with Logo (@ \$45 ea.)	225	
3 Engraving Guns (@ \$12 ea.)	36	
Audit	<u>1,011</u>	
Subtotal Operating Expenses		1,272

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Equipment

Locking Storage Cabinet (1) \$560

Indirect Costs

2,555

Represents Indirect Costs for the entire FY 1989-90 grant

Total Proposed Project Budget Not Yet Expended \$37,761

Less Required Local Match (12.5 Percent) 4,720

Total Grant Amount Requested to be Carried Forward \$33,041

**Project Budget - Proposed New Grant for FY 1990-91**

Personnel

Patrol Director (1.0 FTE)	\$37,800	
Fringe Benefits	<u>11,081</u>	
Subtotal Personnel		\$48,881

Travel

State Mandated Conference	3,130	
Mileage	<u>576</u>	
Subtotal Travel		3,706

Operating Expenses

Rent/Utilities	3,240	
Rental of two-way radio	6,500	
Training	2,055	
Computer supplies	3,170	
Uniforms (15 jackets and caps @ \$62.80 per set)	942	
Service Contracts (for computer, radio equipment, video equipment)	2,615	
Printing for brochures, flyers and newsletters	3,400	
Postage	720	
Other Office Supplies	1,225	
Audit	<u>1,500</u>	
Subtotal Operating Expenses		25,367

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Equipment

5 Shoulder microphones with speakers (@ \$91 ea)	\$455	
30 Batteries (@ \$105.70 ea)	3,171	
10 Battery chargers (@ \$106 ea)	1,060	
10 Radio Cases (@ \$76 ea)	760	
1 Copy machine	3,700	
1 Cam Corder	1,140	
1 Video Cassette Player	456	
1 Video Monitor	<u>684</u>	
Subtotal Equipment		\$11,426

Indirect Costs 3,898

Total Project Budget for FY 1990-91 \$93,278

Less Required Local Match (20 percent) 18,656

Total Proposed New Grant for FY 1990-91 \$74,622

**Indirect Costs:** \$2,555 for the grant extension,  
\$3,898 for FY 1990-91

**Required Match:** \$4,720 for the grant extension, which is included in the Department's FY 1990-91 budget.

\$18,656 for FY 1990-91, which is included in the Department's FY 1990-91 budget.

**Comments:**

1. The proposed resolution to extend the grant (File 143-90-5) would authorize \$37,761 in grant monies to be carried forward from FY 1989-90 to FY 1990-91. However, the amount of \$37,761 includes local matching funds of \$4,720. Therefore, the proposed resolution should be amended to reduce the amount by \$4,720 from \$37,761 to \$33,041 to reflect the amount of State grant funds available to be carried forward.

2. The local match required by the State has been increased from 12.5 percent in FY 1989-90 to 20 percent in FY 1990-91.

3. The Department has prepared a Summary of Grant Request, which is attached.

**Recommendations:** 1. Amend the proposed resolution (File 143-90-5) to reduce the grant amount by \$4,720 from \$37,761 to \$33,041 to reflect the amount of State grant funds available to be carried forward, and approve as amended.

2. Approve the proposed resolution (File 143-90-4).

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## SENIOR ESCORT PROGRAM - Summary of Grant Request

Rev. 4/10/90

Item No. \_\_\_\_\_

Grantor Office of Criminal Justice Planning  
 Contact Person Deborah Vincy  
 Address 1130 K Street, Suite LL30  
Sacramento, CA 95814

Division S.F.P.D.  
 Section Senior Escort Program  
 Contact Person Paul Knight  
 Telephone (415) 597-7950  
 Application Deadline 3-30-90  
 Notification Expected \_\_\_\_\_

Amount Requested \$ 74,622  
 Term: From 7-1-90 To 6-30-91

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 74,622 from the period of 7-1-90 to 6-30-91 to provide crime prevention and protective services to older adults.  
 (Circle appropriate words)

II. Summary: (Concise summary; need not exceed; describe + group services, services and providers)

This request represents the 2nd year funding through OCJP. The Senior Escort Program Escort Patrol Project is designed to expand crime prevention services available to older adults through the SEP. Patrol officers will act as on-street crime deterrents and provide assistance to older adults in high crime areas. Additionally, the Escort Patrol will provide city-wide crime prevention workshops to increase awareness and provide information.

III. Outcomes/Objectives: The continuation of the Escort Patrols, expansion of the program's referral system, conducting 24 crime prevention workshops, continued expansion of volunteer involvement, efforts to locate and utilize additional funding sources and a minimum of 60 Home Security Surveys and Operation Identification.

IV. Effects of Reduction or Termination of These Funds:

We do not expect the project to be discontinued. The Senior Escort Program staffs the project. The SEP will need the funds to pay for radio repeater time and maintenance, rent, and other operating expenses. The Project Director will research other grants to continue Patrol operations.

V. Financial Information:

	Col. A Two Year Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		85,122	\$74,622	- 10,556	20%	
Personnel		46,350	48,881	+ 2,531		
Equipment		44,297	11,426	- 32,871		
Contract Svc.		0	0	0		
Mat. & Supp.		1,203	22,127	+ 20,924		
Facilities/Space		0	3,240	+ 3,240		
Other TRAVEL		2,768	3,706	+ 938		
Indirect Costs		2,648	3,898	+ 1,250		

VI. Data Processing

(same indicated above)

N/A

VII. Personnel

F/T CSC		1	1	0	20%
P/T CSC		0	0	0	0
Contractual		0	0	0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

Yes. The Senior Escort Program will attempt to continue this position through other grants.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)



Item 11 - File 147-90-6

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept and expend a Federal grant.

**Grant Amount:** Not to exceed \$139,000

**Source of Grant:** Federal Library Services and Construction Act (LSCA) funds through the California State Library.

**Grant Period:** October 1, 1990 through September 30, 1991

**Grant Project:** Library After-School Activities Center

**Project Description:** The San Francisco Public Library plans to use the grant funds to establish Library After-School Activities Centers to improve black, immigrant, and disadvantaged children's awareness of the Public Library's resources and the joys of reading. Two initial sites would provide volunteer-based individual read-aloud, educational software assistance, homework and library skills assistance, and book discussion or library interest clubs for elementary school children after school and during summer vacation. The Recreation and Parks Department would also participate in the program by contributing staff time, use of Recreation and Park Department vans and encouraging library visits. Youths aged 13-18 would be recruited to serve as volunteers for the program. The two initial programs would be located in the Tenderloin (Main Library) and Bayview Hunter's Point (Waden Branch Library).

**Grant Budget:** The project is budgeted as follows:

Grant Budget

Salaries and Fringe Benefits (1 FTE Librarian II position and 1 FTE Librarian Technical Assistant I at the top step)	\$105,515	
Operating Costs	13,850	
Library Materials	<u>12,000</u>	
Sub Total		\$131,365
Indirect Costs (5%)		<u>6,570</u>
Total Grant Budget		137,935

In-kind Match

Personnel	118,951	
Operating Costs	<u>2,400</u>	
Total In-kind Match		121,351

**BOARD OF SUPERVISORS**  
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<u>Other Funds</u>		
Library Materials	\$10,000	
Operating Costs	8,500	
Equipment	<u>5,000</u>	
Total Other Funds		<u>23,500</u>
Total Project Budget		\$282,786

Operating costs budgeted in the proposed grant include costs for postage, telephones, printing, and supplies and are specific to the grant program. The grant-funded library materials include books and computer software.

In-kind personnel costs include the work of Public Library and Recreation and Park Department employees attributable to the grant project. In-kind operating costs are for building and equipment related expenses attributable to the grant project.

The Library also intends to use other funding sources to supplement the grant funding. Approximately \$18,500 in funds from the Friends of the San Francisco Public Library and the Bay Area Literacy Network would be used for program printing and copying as well as other library materials. The Library has also budgeted \$5,000 to purchase a microcomputer for the Main Library Children's Room. These funds are the result of a grant from the Tenderloin Network.

**Local Match:** In-kind match of \$121,351 in Public Library and Recreation and Parks personnel and operating costs.

**Indirect Costs:** \$6,570 (5% x \$131,365). The indirect costs are included in the grant funds.

**Comments:** 1. The Public Library intends to implement this program in two neighborhoods during the first year and to expand the program to three to five sites in the second year. Ms Neel Parikh of the Public Library reports that this grant request applies only to the first year of the program, and the Library would be required to re-apply for second year funding of the program. If the Library does not receive LSCA funding for the second year of the program, Ms Parikh advises that the program would be discontinued and the positions funded through the grant would be terminated.

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Memo to Finance Committee  
August 1, 1990

2. The Public Library has prepared a Summary of Grant Request, which is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item No. \_\_\_\_\_

Summary of Grant Request

Rev. 4/10/90

Grantor California State Library  
 Contact Person Jane Hiser  
 Address Library Development Services  
1001 6th St. Sacramento, 95814

Division Public Library  
 Section Office of Children's Services  
 Contact Person Neel Parikh  
 Telephone 558-3518

Amount Requested \$ \$137,935

Application Deadline June 1, 1990

Term: From Oct. 1990 To Sept. 1991

Notification Expected August 15, 1990

Health Commission \_\_\_\_\_ Board of Supervisors Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 137,935 from the period of Oct. 1990 to Sept. 1991 to provide Library After-School Activities Centers services.

II. Summary: (Concise description of project, including a brief description of services and personnel)

At two library sites, this program will provide special activities for children using the library after school. Volunteers will be trained to provide individual read-aloud, educational software assistance, homework and library skills assistance and book discussion or library interest clubs for elementary school children. Youth will be recruited to serve as volunteers for the program, in addition to other community volunteers.

III. Outcomes/Objectives:

Program objectives are improve black, immigrant and disadvantaged children's awareness of library resources and the joys of reading through the development of library enrichment programs.

IV. Effects of Reduction or Termination of These Funds:

This program is planned in cooperation with the SF Recreation and Park Department. At the close of the grant period, some of the connections and services will be carried on by currently existing staff. Others would be eliminated.

V. Financial Information:

	<u>Col. A</u> <u>Two Years Ago</u>	<u>Col. B</u> <u>Past Year/Orig.</u>	<u>Col. C</u> <u>Proposed</u>	<u>Col. D</u> <u>Change</u>	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	0	0	137,935	0	0	
Personnel	0	0	105,515	0	0	
Equipment	0	0	0	0	0	
Contract Svc.	0	0	0	0	0	
Mat. & Supp.	0	0	13,850	0	0	
Facilities/Space	0	0	0	0	0	
Other (Library Materials)	0	0	12,000	0	0	
Indirect Costs	0	0	6,570	0	0	

VI. Data Processing

(Leave included above)

0 0 0 0 0

VII. Personnel

F/T CSC	0	0	105,515	0	0
P/T CSC	0	0	0	0	0
Contractual	0	0	0	0	0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: none

Will grant funded employees be retained after this grant terminates? If so, How?  
as these employees are hired through civil services, they will retain their seniority and be absorbed in the library

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)

Item 1m - File 148-90-3

**Department:** Department of Public Works

**Item:** Resolution to annually apply for, accept and expend State road funds.

**Grant Amount:** Not specified

**Source of Grant:** State funds for road projects under the State-Local Transportation Partnership Program as authorized by Senate Bill 300.

**Grant Project:** State-Local Transportation Partnership Program.

**Project Description:** In April of 1989, the Board of Supervisors approved a resolution authorizing the Director of Public Works (DPW) to apply for and accept up to \$8,673,950 in State grant funds (File 148-89-2). The State grant funds were to be made available from a pool of \$300 million in State matching funds for local roadway improvements which were scheduled for construction during Fiscal Year 1989-90. The enabling legislation for these grant funds was Senate Bill 140.

The State has now provided further funding for the State-Local Transportation Partnership Program through new legislation, Senate Bill 300. The State intends to fund this Partnership Program in future years with funds made available through the voters' passage of Proposition 111 in June 1990. Proposition 111 will provide \$2 billion in funds, State-wide, for transportation projects over the next ten years from increases in truck weight fees and the gasoline tax.

According to Mr. Nelson Wong of DPW, cities and counties would submit applications to the State for these funds for proposed road projects. The State intends to allocate the State-Local Transportation Partnership Program funds to match all or part of the cost of road projects requested. However, the amount of State funds allocated to each city or county would be determined by the amount of applications received by the State and could vary from year-to-year.

DPW would be authorized, under this resolution, to apply for, accept, and expend funds granted under the State-Local Transportation Partnership Program on a continuing basis over the ten year life of the program.

**Local Match:** Would vary annually according to availability of funds.

**BOARD OF SUPERVISORS**  
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**Comments:**

1. Mr. Wong reports that DPW would continue to fund its road repair and road construction work using local and other available funding sources. Any funds received through the proposed State-Local Transportation Partnership Program would be used to reduce the local share of the road repair and road construction costs.

2. The proposed resolution would authorize the Director of DPW to apply for, accept, and expend Transportation Partnership Program funds on a continuing basis for the life of the program, which would be ten years. Normally, City departments receive approval from the Board of Supervisors to apply for, accept, and expend grant funds on a case-by-case basis. Approval of this proposed legislation would give the Director of Public Works a blanket authorization to apply for, accept, and expend these State-Local Transportation Partnership Program funds without any additional authorization from the Board of Supervisors. Other City departments currently must receive approval from the Board of Supervisors to apply for, accept, and expend continuing grants similar to SB 300 funds, which is the subject of this report. Furthermore, the Board of Supervisors approves such resolutions to expend the grant funds once the amount of the grant is known and the project budget identifying the proposed uses of the grant funds is submitted. Therefore, the Budget Analyst recommends that the proposed resolution be amended to allow DPW to apply for and accept, but not expend funds under the State-Local Transportation Partnership Program for 1990-91. Once the grant amount is known and a project budget identifying the projects to which the grant funds would be allocated is submitted to the Board of Supervisors, DPW should request to expend the State-Local Transportation Partnership Program grant funds for 1990-91.

**Recommendations:** Amend the proposed resolution to allow DPW to apply for and accept, but not expend, funds from the State-Local Transportation Partnership Program for 1990-91.

Approve the proposed resolution as amended.

Item 1n - File 172-90-16

**Department:** Police Department

**Item:** Resolution authorizing the Police Department to execute a hold harmless agreement with the U.S. Federal Protective Service.

**Description:** The U.S. Federal Protective Service has offered, to the San Francisco Police Department, the use of their indoor pistol range located at 630 Sansome Street. The Police Department would be allowed to use the Federal Protective Service's pistol range, on a temporary basis, at no cost to the City. Sergeant Jean Donaldson of the Police Department reports that the Department's pistol range located at Lake Merced is currently under construction and cannot be used for training purposes. Sergeant Donaldson advises that the U.S. Federal Protective Service's pistol range would provide an interim training site for Police Officers assigned to the Special Operations Group (formally the Tactical Division), until the construction on the Department's pistol range at Lake Merced has been completed. The Department's Police Officers that are not assigned to the Special Operations Group are currently using the Airport Police pistol range on an interim basis. The Police Department anticipates that construction on the Department's pistol range will be completed by February of 1991.

In order for the Police Department to use the Federal Protective Service's pistol range, a hold harmless agreement must be executed between the Department and the Federal Protective Service. The proposed hold harmless agreement would provide that the Police Department would not hold the United States Government and the Federal Protective Service liable for damages in the event that personnel and/or equipment of the Police Department are injured or damaged in connection with the Department's use of the pistol range. The proposed agreement also stipulates that the Police Department must adhere to applicable safety regulations with respect to the pistol range.

**Comment:** Mr. George Riley of the City Attorney's Office advises that the proposed hold harmless agreement as written, does not place the City at undue risk, and that it is both reasonable and appropriate for the Police Department to enter into this agreement with the U.S. Federal Protective Service as a condition for the use of their pistol range.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 1a - File 144-90-2

**Department:** Port of San Francisco

**Item:** Resolution to apply for, accept and expend a Federal grant.

**Grant Amount:** \$2,000,000

**Source of Grant:** U.S. Department of Commerce Economic Development Administration (EDA)

**Grant Project:** Pier 45 / Fisherman's Wharf Seafood Center Project

**Project Description:** Damage caused to Pier 45 by the October 17, 1989 earthquake resulted in the moving of the fishing industries occupying this space to temporary locations at Piers 28 and 33. The Port Commission has adopted the policy to relocate the fishing operations back to Pier 45 as soon as possible and therefore is committed to repairing and modernizing the space at Pier 45 so that the fishing operations can move back to this location.

The Port estimates that the cost of the work to be done at Pier 45 would total \$19.6 million. This work is to be completed in four phases with the proposed grant application providing partial funding for Phase I of this project. Phase I of the project would repair Shed B at Pier 45, which was used for fish processing and distribution; repair Shed D, which was used for fish processing and distribution, fisherman's gear storage, ice manufacture and bait packaging; repair the fill supported portion of Shed D and make temporary repairs to Shed A, which was used for fishing industry parking. Specific work would include repairs to the sewage, fire, electrical, and water supply systems, and rebuilding the foundations, pilings for each shed.

The Port has been negotiating with the Federal Emergency Management Agency (FEMA) and the State Office of Emergency Services (OES) to obtain funding for the repair work at Pier 45. Of the \$7.6 million required for Phase I, FEMA/OES have identified \$1.6 million in repair work that they will fund, and the Port is continuing negotiations with FEMA/OES for an additional \$1.5 million for the cost of the repairs. FEMA/OES will only reimburse funds for costs directly incurred as a result of the October, 1989 earthquake. In addition, the Port is seeking approximately \$2.0 million in Unitary Tax funds from the State.

The proposed \$2.0 million grant from the U.S. Department of Commerce Economic Development Administration (EDA) plus a \$500,000 Port local matching contribution from Port

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revenues would complete the funding for Phase I. The potential funding sources for Phase I is summarized as follows:

<u>Phase I Funding Sources</u>	<u>Amount</u>
FEMA/OES confirmed funds	\$1,600,000
Potential FEMA/OES funds	1,500,000
State Unitary Tax funds	2,000,000
Proposed EDA Grant (Subject of this request)	2,000,000
Port Matching Contribution (Subject of a future supplemental appropriation request)	<u>500,000</u>
Total Phase I Costs	\$7,600,000

EDA funding is available through a Title IX program which provides grants in declared disaster areas to facilitate the reestablishment of business and employment. The Pier 45 restoration project meets eligibility requirements under this program.

**Grant Budget:** A budget has been provided by the Port (See Attachment I).

**Local Match:** \$500,000 (25%) in Port revenues

**Comments:**

1. The Port has proposed to match the proposed EDA grant of \$2 million with \$500,000 from the Port's operating surplus. The \$500,000 represents the minimum contribution required of the Port. As stated above, the Port is currently negotiating with FEMA/OES for an additional \$1.5 million for the cost of further repairs. Ms Veronica Sanchez of the Port has advised that if the Pier 45 project does not qualify for the additional \$1.5 million in FEMA/OES funding, the Port would have to fund the balance of the construction costs in order to complete Phase 1 of the repair project. The \$1.5 million would come from the Port's operating surplus. The Port currently has an operating surplus of approximately \$20 million.

2. The remaining three phases of the Pier 45 repair work would cost an estimated \$12 million (\$19.6 million total project cost less \$7.6 million cost for Phase I construction). The Port is currently in the process of seeking outside funding, including FEMA/OES funds for the remaining project costs. However, the Port would be responsible for covering the balance of any remaining costs to complete the repair work. According to Ms Sanchez, the Port recognizes the possibility that it may have to cover the remaining costs to complete the repair work. The Port is prepared to use its operating surplus of \$20 million to fund these costs if the Port does not receive

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additional outside funding from FEMA/OES or other sources. The potential costs to the Port of repairing Pier 45 could result in a substantial expenditure of the Port's operating surplus (up to \$14 million, including potential Phase I costs) if outside funding is not available.

3. FEMA/OES will only reimburse the Port for the actual construction cost of the repair work on completion of the specified repairs. Depending on whether the Port receives the \$2.0 million in State Unitary Tax funds and the \$2.0 million in EDA grant funds expected under this proposed resolution, the Port plans to submit, at a later date, a supplemental appropriation request to advance the balance of the \$3.6 million to fund the estimated cost of the Pier 45 repair work. Of this amount, \$500,000 is the Port's minimum matching contribution, \$1.6 million is confirmed FEMA/OES funding, and \$1.5 million is potential FEMA/OES funding.

4. The Port has prepared a Summary of Grant Request, which is included as Attachment II.

**Recommendation:** Approval of the proposed resolution is a policy matter for Board of Supervisors.

**BOARD OF SUPERVISORS**  
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ITEM	A	B	C	D	E	F	G	H
		DSRS	DSRS ADJUSTED BY MIN UNIT COST	ADDTL DSR SCOPE TO BE NEGOTIATED	MIN ESTIMATE ADDTL SCOPE	PORT SCOPE	MIN ESTIMATE PORT SCOPE	MIN TOTAL EST. COST
PRER 45 PHASE 1								
1 Storm Sewer		\$197,290	\$197,290	Solids trap, connect. across valley none	\$41,300	none	\$0	\$238,590
2 Sanitary Sewer		\$81,000	\$81,000		\$0	install., under deck	\$69,000	\$150,000
3 Indust. Sewer		\$77,500	\$208,336	Cleanouts, solids trap, leak test	\$57,384	install., under deck	\$376,280	\$642,000
4 Sewer Main		\$0	\$0	Connect ind. sewer to City sewer	\$150,000	none	\$0	\$150,000
5 Pump Station		\$0	\$0	Connect ind. sewer to City sewer	\$100,550	none	\$0	\$100,550
6 Water		\$0	\$0			entire system	\$143,885	\$143,885
7 Fire		\$0	\$0			entire system	\$112,370	\$112,370
8 Electrical		\$5,500	\$5,500			transformer, distribution	\$502,100	\$507,600
9 Shed A slab		\$260,355	\$260,355			none	\$0	\$260,355
10 Shed B slab		\$260,355	\$730,270			demo & paving on deck area	\$230,830	\$961,100
11 Shed B shear key*		\$0	\$0			shear key demo & paving on deck area	\$204,000	\$204,000
12 Shed D slab		\$21,463	\$102,615				\$93,450	\$196,065
13 Shed D Shear Key						shear key grading & paving	\$45,000	\$45,000
14 Valley Paving		\$11,537	\$11,537			none	\$118,463	\$130,000
15 Conc. Deck/piles		\$151,199	\$151,199			none	\$0	\$151,199
16 Seawall		\$37,734	\$37,734			none	\$0	\$37,734
17 Shed A N. wall		\$6,874	\$15,890	Reinf. replace broken panels and door.	\$74,110	none	\$0	\$90,000
18 Shed B N. Wall		\$8,239	\$21,375	Reinf. replace broken panels and door	\$68,625	none	\$0	\$90,000
19 Shed B steel frame		\$0	\$0			all bracing	\$118,000	\$118,000
20 Shed B sidewalls		\$0	\$0			all reinforcing	\$316,000	\$316,000
21 Shed D S. Wall		\$8,663	\$20,830	Reinf. replace broken panels and door	\$69,170	none	\$0	\$90,000
22 Timber Apron		\$0	\$0			all repairs	\$415,210	\$415,210
23 Soil Stabilization*		\$0	\$0			all work	\$1,000,000	\$1,000,000
24 Interior Bldgs.		\$0	\$0			all work	\$80,650	\$80,650

Sub Total	\$1,127,709	\$1,843,931	\$561,139	\$3,825,238	\$6,230,308
Mobilization (5%)		\$92,197	\$28,057	\$191,262	\$311,515
Contingency (10%)		\$184,393	\$56,114	\$382,524	\$623,031
TOTAL	\$1,127,709	\$2,120,521	\$645,310	\$4,399,024	\$7,164,854
PHASE 1 PIER 45 ENGINEERING					
Engineering	\$340,472	\$340,472		\$109,528	\$450,000
TOTAL PHASE 1 COSTS	\$1,468,181	\$2,460,993	\$645,310	\$4,508,552	\$7,614,854

\* Items related to seismic protection

Item No. \_\_\_\_\_

## Summary of Grant Request

Rev. 4/10/90

Grantor Port of San Francisco  
 Contact Person Veronica Sanchez  
 Address 3100. Ferry Building.  
San Francisco, CA 94111

Division \_\_\_\_\_  
 Section \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Telephone \_\_\_\_\_

Amount Requested \$ 2 million  
 Term: From Sept 90 To Aug 91

Application Deadline ASAP  
 Notification Expected September 90

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee X  
 Port \_\_\_\_\_ Full Board X

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 2 million from the period of Sept 90 to Aug 91 to provide capital improvement funds for earthquake repairs services  
 (Circle appropriate words)

II. Summary: (Concise summary of project goals, objectives, and purposes)  
The EPA grant of \$2 million will enable the Port to match funding from FEMA and the State of California to begin the first phase of repairs to the fish handling facilities at Pier 45.

III. Outcomes/Objectives:  
Repair fish handling facilities so displaced companies can return back and facilities can be operative again.

IV. Effects of Reduction or Termination of These Funds:

N/A

V. Financial Information:

N/A

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>0</u>	<u>0</u>	<u>\$ 2 million</u>		<u>\$500,000</u>	<u>Port Commis</u>
Personnel						
Equipment						
*Contract, Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(Include if applicable)

N/A

VII. Personnel

F/T CSC			<u>N/A</u>	
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

N/A

\*VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (Circle appropriate, attach Request for Exception Form)



Item 1p - File 133-90-1

**Department:** Chief Administrative Officer, Solid Waste Management Program

**Item:** The proposed resolution would authorize the Chief Administrative Officer (CAO) to accept and expend \$1,657,876 from the Sanitary Fill Company for the Solid Waste Management Program. The proposed resolution would also release \$298,000 budgeted in 1986-87 and reserved by the Board of Supervisors.

**Source of Funds:** Refuse Collection and Disposal fees impound account.

**Description:** The Sanitary Fill Company, a partnership of Sunset Scavenger Company and Golden Gate Disposal Company, contracts to operate the City's refuse collection center and to haul refuse to the landfill site in Altamont. The Refuse Collection and Disposal Rate Board requires that the Sanitary Fill Company set aside a certain amount each year from the refuse collection fees charged to San Francisco residents and businesses in an impound account. This set-aside of fees is calculated based on the number of tons of solid waste collected by the refuse contractors. A portion of the impound account is used to finance the City's Solid Waste Management Program budget plus other landfill related costs. This year, the set-aside amount is \$1,657,876, an increase of \$287,531 or 21 percent over the 1989-90 set-aside of \$1,370,345 excluding carryover funds.

The Solid Waste Management Program has also requested that \$298,000 in 1986-87 funds be released from reserve to supplement the set-aside amount of \$1,657,876. The Program had intended to use the funds for a proposed waste-to-energy program, which the Board of Supervisors voted to discontinue in 1987. The Solid Waste Management Program proposes to redirect these 1986-87 funds toward the Program's current recycling, solid waste, and hazardous waste management efforts.

The 1990-91 funding of \$1,657,876 would be supplemented with the \$298,000 previously reserved by the Board of Supervisors in addition to \$126,000 in carryover funds from 1989-90 (\$298,000 plus \$126,000 equals \$424,000). The carryover funds are the result of various projects that the Solid Waste Management Program has not yet completed. The total 1990-91 budget for the Solid Waste Management Program is \$2,081,876 as shown below:

**BOARD OF SUPERVISORS**  
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Solid Waste Management Administration	\$ 395,429
Recycling Program	920,981
Solid Waste Management Planning	150,000
Hazardous Waste Management Programs	<u>615,466</u>
Total	\$2,081,876

A comparison of the 1989-90 and 1990-91 budgets for this Program is attached.

Goals of the four operating programs within the Solid Waste Management Program and descriptions of proposed program changes for 1990-91 are as follows:

Solid Waste Management Administration

The Solid Waste Management Administration is responsible for implementing State requirements resulting from the passage of AB 939, which requires counties to monitor waste streams as well as to reduce waste through recycling and source reduction programs. AB 939 mandates a recycling and source reduction goal of 25 percent of all waste by 1995 and 50 percent of all waste by the year 2000. Solid Waste Management Administration also performs overall administrative functions for the Solid Waste Management Program. Major program changes proposed for 1990-91 are as follows:

1. Salary Standardization \$35,500  
Solid Waste Management has budgeted these funds to account for increases resulting from the 1990-91 Salary Standardization Ordinance.
2. Office Rental 75,000  
This expense would include moving and furniture expenses. Mr. Joseph Johnson reports that the Solid Waste Management Program is expanding its programming in order to meet the 25 percent and 50 percent recycling and source reduction goals mandated by the State (AB 939). Current space at City Hall is inadequate for existing staff due to the growth of other CAO departments. Therefore the Program is seeking approximately 3,700 square feet of outside office space at a rate ranging between \$18/sq ft./yr to \$19/sq. ft./yr. The Real Estate Department has identified suitable office space at 1145 Market and is in the process of negotiating with the building owner.

BOARD OF SUPERVISORS  
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3. Word Processing and Copier equipment \$15,000  
This amount represents the increase in funding over the \$10,000 budgeted in 1989-90 for equipment. Funds would be used to purchase word processing equipment and software, and lease a photocopier. The equipment is needed for the new office location. Existing equipment is shared by CAO office staff at City Hall.
4. 1/2 FTE, 1426 Senior Clerk Typist 19,471  
Bi-weekly pay rate at the top step \$1,125  
Annual salary at the top step 29,250  
The part-time position would be used to replace services provided by a shared secretary who will remain at City Hall.
- 
- Total proposed 1990-91 increases for the Solid Waste Management Administration \$144,971

#### Recycling Program

The goal of the Recycling Program is to reduce the amount of garbage generated in the City which will have to be disposed of in the landfill. Programs include waste reduction and reuse, as well as recycling. The City's goals, as adopted in the County Solid Waste Management Plan and as required by AB 939, are to recycle 25 percent of the solid waste generated by 1995 and 50 percent by 2000. Activities undertaken to achieve these goals include increasing awareness of existing programs, and planning and implementing new programs where needed.

The Solid Waste Management Program has proposed the following major program changes for the Recycling Program:

1. School Assemblies \$25,000  
Funds would be used to hire a contractor to develop and conduct a school assembly program on the importance of recycling. Funds would cover the scheduling of 50 assemblies. The contractor would be hired through a Request for Proposal (RFP) process.

2. Market Research \$30,000  
Funds would be used to conduct research to determine why certain business sectors and communities do not recycle materials and to design a program to motivate people and businesses to recycle.
  3. Research and Development (Recreation and Park Department) 80,000  
Funds would be used to increase the Recreation and Park Department's ability to use the organic debris collected in the City's parks into compost material. The Department proposes to purchase shredding and composting equipment. However, the funding is contingent on the Department's participation in a pilot sludge composting program with the Department of Public Works, Clean Water Program and on an evaluation of equipment needs by the Recycling Program.
  4. Special Projects Coordinator (9761, CAO II) 37,518  
Bi-weekly pay rate at the top step \$1,443  
Annual salary at the top step 37,518  
The proposed position would implement and administer the additional requirements of AB 939 including liaison work with community recyclers, tracking the City's recycling progress, and contract management.
  5. Commercial Recycling Coordinator (9762, CAO III) 37,518  
Bi-weekly pay rate at the top step \$1,675  
Annual salary at the top step 43,550  
The proposed position would develop and implement programs for recycling in the commercial/small business sector. Solid Waste Management staff believe that the commercial/small business sector will need to increase its recycling efforts if the City is to meet the goals of AB 939.
- Total Proposed 1990-91 increases for the Recycling Program 

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\$210,036

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

### Solid Waste Management Planning

The purpose of the Solid Waste Management Planning Program is to identify and implement long range management strategies for the City's solid waste stream and to assist in the analysis of rates for solid waste collection and disposal so as to ensure efficient, reliable and cost effective services to San Francisco's rate payers. The Solid Waste Management Program proposes one major program change for 1990-91:

County Source Reduction and Recycling Plan                      \$120,000

The State, through AB 939, requires each county to prepare a detailed report on the amounts of waste generated, the composition of the waste, and the proposed programs for reducing and recycling the waste according to the 25 percent goal for 1995 and the 50 percent goal for 2000. The report and plan would be completed and submitted to the State by July 1, 1991.

Total proposed 1990-91 increases for the Solid \_\_\_\_\_  
Waste Management Planning Program                      \$120,000

### Hazardous Waste Management Programs

The goal of the Hazardous Waste Management Programs is to keep hazardous waste out of the San Francisco municipal solid waste stream. One of these programs, the Waste Acceptance Control Program (WACP), is specifically required under an agreement that San Francisco has with the Altamont Landfill in the Alameda County, for the disposal of San Francisco's municipal waste. Other Hazardous Waste Reduction Programs will significantly complement the WACP efforts by encouraging toxic waste reduction and proper management by waste generators, including small businesses and households. These programs are incorporated in San Francisco's County Hazardous Waste Management Plan. Such a plan is required for all counties under State legislation, AB 2948 (Tanner). The purpose of the plan is to explain how each county will manage and reduce its hazardous waste to the year 2000. The implementation of the programs below will serve to advance Solid Waste Management staff's ongoing efforts to minimize the amount of hazardous waste which enters the waste stream.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Major program changes for the Hazardous Waste Management Program for 1990-91 are:

1. Waste reduction assistance and training for Large Quantity Generators (LQG) \$50,000  
Funds would be used to hire retired engineers to provide technical assistance related to waste reduction to the LQGs, and provide training to operators of LQGs on methods to reduce hazardous waste. Funds would pay for approximately 560 hours of consultation, trainers and training courses, and travel expenses for the trainers and engineers. Approximately 170 large generators in San Francisco produce nearly half of the hazardous waste in the County.
  2. Hazardous Waste Reduction-Commercial Sector Project Manager (9764, CAO V) 53,742  
Bi-weekly pay rate at the top step \$2,067  
Annual salary at the top step 53,742  
The proposed position would implement and administer programs and procedures for reducing the purchases of hazardous materials by the City. Special emphasis would be placed on waste reduction, products substitution and education.
- Total proposed 1990-91 increases for the  
Hazardous Waste Management Program \$103,742

**Comments:**

1. The Refuse Collection and Disposal Rate Board last approved a rate increase of \$1.17 from \$7.32 to \$8.49 per month per can on June 10, 1987 which included a \$0.16 per can set-aside for the Solid Waste Management Program. These rates became effective on July 1, 1987 and are currently in effect.
2. A total of \$415,000 of the proposed 1990-91 budget would be spent for outside consultant services. Because not all of the consultants have been selected, the proposed budget funding in the amount of \$325,000 for the following consulting services should be reserved pending selection so that information regarding estimated hours, hourly rates and MBE/WBE allocations can be provided:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Recycling Program

School Assembly performances about recycling	\$ 25,000
Market Research Study	30,000
Promotional Program Development	50,000
Market Development for recyclable materials	50,000

Hazardous Waste Management Programs

Large Quantity Generators Waste Reduction Assistance and Training	50,000
--	--------

Solid Waste Management Planning

County Source Reduction and Recycling Plan	<u>120,000</u>
Total Recommended Reserve for consultant contracts	\$325,000

3. In addition, the Solid Waste Management Program proposes to spend \$80,000 on shredding and composting equipment for the Recreation and Parks Department. The Recreation and Parks Department proposes to use the equipment to transform the large amounts of organic debris collected by the Parks maintenance crews into compost, thereby reducing the amount of debris hauled to landfill sites. The provision of these funds is contingent on the Recreation and Parks Department's participation in a pilot sewage sludge composting program with the Department of Public Work's Clean Water Program, and on an evaluation of the exact equipment needs by the Recycling Program. We recommend that the \$80,000 be reserved pending the equipment evaluation and the establishment of the sludge composting program.

4. As described above, the Solid Waste Management Program has requested 3.5 new positions in its 1990-91 budget, a half-time Senior Clerk Typist for the Solid Waste Management Administration, a Special Projects Coordinator and a Commercial Recycling Coordinator for the Recycling Program, and a Hazardous Waste Reduction-Commercial Sector Project Manager for the Hazardous Waste Management Programs. Mr. Joseph Johnson of the Solid Waste Management Program reports that Civil Service has not reviewed and approved the classification of the 3.5 new positions. Part of the work of two of the positions is now being done by Environmental Interns. Solid Waste Management intends to hire one of the Environmental Interns into the Special Projects Coordinator position once the position is



approved. However, because the 3.5 positions are new and represent a new level of service, approval of the new positions is a policy matter for the Board of Supervisors. If the Board of Supervisors chooses to not approve the 3.5 new positions, the resolution should be amended to reduce the proposed amount accepted and expended by the CAO by \$148,249 from \$1,657,876 to \$1,509,627. If the Board of Supervisors chooses to approve the 3.5 new positions, funding for the positions should be reserved pending Civil Service Commission approval of the classification of the positions.

**Recommendation:** 1. Amend the proposed resolution to reserve \$325,000 for outside consulting services and to reserve \$80,000 for composting equipment for the Recreation and Parks Department.

2. Approval of the 3.5 new positions as described above in Comment No. 4 and as described in the Solid Waste Management Program's proposed program changes is a policy matter for the Board of Supervisors.

If the Board of Supervisors chooses to approve the 3.5 new positions: Amend the resolution to reserve the funding amounts totalling \$148,249 for the 3.5 new positions pending Civil Service Commission review and approval.

If the Board of Supervisors chooses to disapprove the 3.5 new positions: Amend the resolution to reduce the proposed amount accepted and expended by the CAO by \$148,249 from \$1,657,876 to \$1,509,627.

3. Approve the proposed resolution as amended.

WORKPHASE	DESCRIPTION	FY 1989-90	FY 1990-91	DIFFERENCE	CARRY FORWARD	TOTAL NEED
SOLID WASTE ADMINISTRATION						
01	SALARIES					
	Program Manager	\$71,681	\$75,686	\$4,005		
	Financial Analyst	\$33,471	\$17,572	(\$15,899)		
	Senior Accountant	\$18,274	\$19,553	\$1,279		
	Clerical Staff (3 positions)	\$61,387	\$83,928	\$22,541		
	Temporary Salaries	\$4,400	\$5,000	\$600		
	Fringes	\$17,557	\$18,690	\$1,133		
		-----	-----	-----		
	SUBTOTAL	\$206,770	\$220,430	\$13,659	\$0	\$220,430
				\$13,659		
03	OFFICE SUPPLIES & EQUIPMENT					
	Materials & Supplies	\$15,000	\$15,000	\$0		
	Equipment/DP-WP Maintenance	\$10,000	\$25,000	\$15,000		
		-----	-----	-----		
	SUBTOTAL	\$25,000	\$40,000	\$15,000	\$25,000	\$15,000
				\$15,000		
04	CONTRACT SERVICES					
	Subscriptions & Printing	\$5,000	\$8,000	\$3,000		
	Communications (Phone & Postage)	\$8,000	\$10,000	\$2,000		
	Professional Services	\$0	\$0	\$0		
	Office Rental	\$0	\$75,000	\$75,000		
	Professional Development	\$10,000	\$12,000	\$2,000		
		-----	-----	-----		
	SUBTOTAL	\$23,000	\$105,000	\$82,000	\$0	\$105,000
				\$82,000		
05	SERVICES OF OTHER DEPARTMENTS					
	Reproduction Services	\$2,500	\$2,500	\$0		
	City Attorney	\$25,000	\$25,000	\$0		
	Central Shops & BPW	\$5,000	\$2,500	(\$2,500)		
		-----	-----	-----		
	SUBTOTAL	\$32,500	\$30,000	(\$2,500)	\$10,000	\$20,000
				(\$2,500)		
	SOLID WASTE ADMINISTRATION TOTAL	\$287,270	\$395,430	\$108,159	\$35,000	\$360,430
				\$108,159		\$360,430

RECYCLING PROGRAMS

SALARIES						
Manager	\$58,080	\$61,334	\$3,254			
Outreach Coordinator	\$46,959	\$43,550	(\$3,409)			
Office Recycling Coordinator	\$35,574	\$37,518	\$1,944			
School Education Coordinator	\$35,574	\$37,518	\$1,944			
Spec. Proj. Coordinator (see note 1)	\$24,218	\$37,518	\$13,300			
Comm. Rec. Coordinator (see note 1)	\$26,601	\$43,550	\$16,949			
Fringes	\$4,704	\$10,693	\$5,989			
	-----	-----	-----			
SALARIES TOTAL	\$231,710	\$271,681	\$39,971	\$10,000	\$261,681	
			\$39,971			



030

## SCHOOL EDUCATION

01	SERVICES OF OTHER DEPARTMENTS					
	Curriculum	\$4,000	\$3,000	(\$1,000)		
	Other	\$7,000	\$5,000	(\$2,000)		
		-----	-----	-----		
	SUBTOTAL	\$11,000	\$8,000	(\$3,000)	\$0	\$8,000
02	EDUCATIONAL SERVICES					
	Assembly	\$0	\$25,000	\$25,000		
	Curriculum Development	\$4,500	\$9,000	\$4,500		
	Field Trips	\$5,250	\$10,000	\$4,750		
	Adopt-A-Beach	\$0	\$1,000	\$1,000		
	Video	\$6,500	\$0	(\$6,500)		
		-----	-----	-----		
	SUBTOTAL	\$16,250	\$45,000	\$28,750	\$0	\$45,000
03	CONTRACT SERVICES					
	Containers	\$2,000	\$2,000	\$0		
	Handouts & Materials	\$12,000	\$9,000	(\$3,000)		
	Workshops	\$0	\$300	\$300		
		-----	-----	-----		
	SUBTOTAL	\$14,000	\$11,300	(\$2,700)	\$0	\$11,300
	SCHOOL EDUCATION TOTAL	\$41,250	\$64,300	\$23,050	\$0	\$64,300
						\$64,300

040

01	COMMUNITY OUTREACH SERVICES OF OTHER DEPARTMENTS					
	Reproduction	\$15,000	\$25,000	\$10,000		
		-----	-----	-----		
	SUBTOTAL	\$15,000	\$25,000	\$10,000	\$0	\$25,000
02	PUBLIC OUTREACH SERVICES					
	Public Outreach	\$110,000	\$50,000	(\$60,000)		
	Market Research	\$0	\$30,000	\$30,000		
		-----	-----	-----		
	SUBTOTAL	\$110,000	\$80,000	(\$30,000)	\$0	\$80,000
				(\$30,000)		
03	CONTRACT SERVICES					
	Publication Ads (Paper Proj ads)	\$14,000	\$20,000	\$6,000		
		-----	-----	-----		
	SUBTOTAL	\$14,000	\$20,000	\$6,000	\$0	\$20,000
	COMMUNITY OUTREACH TOTAL	\$139,000	\$125,000	(\$14,000)	\$0	\$125,000
						\$125,000

050

	DEVELOPMENT FUND					
	Market Development	\$155,000	\$50,000	(\$105,000)		
		-----	-----	-----		
	DEVELOPMENT FUND TOTAL	\$155,000	\$50,000	(\$105,000)	\$0	\$50,000

02	PROGRAM SUPPORT					
	ENVIRONMENTAL INTERNS					
	EIP Interns (3 FTE) (see note 2)	\$9,133	\$50,000	\$40,867		
		-----	-----	-----		
	SUBTOTAL	\$9,133	\$50,000	\$40,867	\$0	\$50,000
03	CONTRACT SERVICES					
	Recycling Center Support	\$150,000	\$200,000	\$50,000		
		-----	-----	-----		
	SUBTOTAL	\$150,000	\$200,000	\$50,000	\$0	\$200,000
	PROGRAM SUPPORT TOTAL	\$159,133	\$250,000	\$90,867	\$0	\$250,000
01	RESEARCH & DEVELOPMENT					
	SERVICES OF OTHER DEPARTMENTS					
	Reproduction	\$6,000	\$0	(\$6,000)		
	Christmas Tree Chippers	\$2,000	\$3,000	\$1,000		
	Recreation & Park (composting)	\$0	\$80,000	\$80,000		
		-----	-----	-----		
	SUBTOTAL	\$8,000	\$83,000	\$75,000	\$0	\$83,000
02	ANALYSIS & IMPLEMENTATION					
	Revision of Purchasing Specs	\$5,000	\$0	(\$5,000)		
	Christmas Trees: curbside collection	\$3,000	\$6,000	\$3,000		
	SLUG (3)	\$25,000	\$20,000	(\$5,000)		
	Recycling Program Evaluation	\$50,000	\$0	(\$50,000)		
		-----	-----	-----		
	SUBTOTAL	\$83,000	\$26,000	(\$57,000)	\$0	\$26,000
				(\$57,000)		
03	CONTRACT SERVICES					
	Christmas Trees: promotionals	\$600	\$1,000	\$400		
	Batteries	\$1,000	\$0	(\$1,000)		
		-----	-----	-----		
	SUBTOTAL	\$1,600	\$1,000	(\$600)	\$10,000	(\$9,000)
	RESEARCH & DEVELOPMENT TOTAL	\$92,600	\$110,000	\$17,400	\$10,000	\$100,000
						\$100,000
01	OFFICE PAPER RECYCLING					
	SERVICES OF OTHER DEPARTMENTS					
	Promotional Materials	\$10,000	\$15,000	\$5,000		
		-----	-----	-----		
	SUBTOTAL	\$10,000	\$15,000	\$5,000	\$0	\$15,000
02	PROFESSIONAL SERVICES					
	Private Sector Survey	\$25,000	\$0	(\$25,000)		
		-----	-----	-----		
	SUBTOTAL	\$25,000	\$0	(\$25,000)	\$0	\$0

03	CONTRACT SERVICES					
	Desktop containers	\$9,000	\$20,000	\$11,000		
	Central Containers	\$6,125	\$6,000	(\$125)		
	Office Paper Guide (see note 2)	\$8,620	\$6,000	(\$2,620)		
	Central Container Stickers	\$0	\$3,000	\$3,000		
		-----	-----	-----		
	SUBTOTAL	\$23,745	\$35,000	\$11,255	\$0	\$35,000
	OFFICE PAPER RECYCLING TOTAL	\$58,745	\$50,000	(\$8,745)	\$0	\$50,000
				(\$8,745)		\$50,000
	RECYCLING TOTAL	\$877,438	\$920,981	\$43,543	\$20,000	\$900,981
				\$43,543		
090	COUNTY SOLID WASTE MANAGEMENT PLANNING					
01	PROFESSIONAL SERVICES					
	Rate Review	\$100,000	\$30,000	(\$70,000)		
	County Source Reduction and Recycling Plan (AB 939)	\$0	\$120,000	\$120,000		
		-----	-----	-----		
	SOLID WASTE MGMT PLANNING TOTAL	\$100,000	\$150,000	\$50,000	\$0	\$150,000
				\$50,000		
	HAZARDOUS WASTE MANAGEMENT PROGRAM					
100	HAZARDOUS WASTE PLANNING					
03	HAZARDOUS WASTE SALARIES					
	Project Manager	\$58,080	\$61,334	\$3,254		
	Haz Waste Reduction: Commercial	\$50,903	\$53,742	\$2,839		
	Haz Waste Reduction: Public Sector	\$0	\$53,742	\$53,742		
	Information Specialist	\$35,515	\$37,518	\$2,003		
	Fringes	\$4,711	\$7,130	\$2,420		
		-----	-----	-----		
	SUBTOTAL	\$149,208	\$213,466	\$64,258	\$15,000	\$198,466
				\$64,258		
01	SERVICES OF OTHER DEPARTMENTS					
	City Attorney Enforcement Program	\$160,000	\$80,000	(\$80,000)		
	DPH Services	\$44,000	\$57,000	\$13,000		
	Reproduction (3)	\$2,595	\$15,000	\$12,405		
		-----	-----	-----		
	SUBTOTAL	\$206,595	\$152,000	(\$54,595)	\$56,000	\$96,000
				(\$54,595)		
02	WASTE REDUCTION PROGRAMS					
	SQG Waste Reduction Contracts	\$6,000	\$50,000	\$44,000		
	Haz Waste Reduction Plan	\$5,000	\$20,000	\$15,000		
	Environmental Impact Report	\$10,000	\$30,000	\$20,000		
	Haz & Infectious Waste Ed. Prog.	\$55,000	\$0	(\$55,000)		
	Household Haz Waste Mod. Prog.	\$15,000	\$0	(\$15,000)		
	Envlr. Interns (see note 2)	\$3,000	\$15,000	\$12,000		
	Technical Assistance & Training for Large Quantity Generators	\$0	\$50,000	\$50,000		
		-----	-----	-----		
	SUBTOTAL	\$94,000	\$165,000	\$71,000	\$0	\$165,000
				\$71,000		

05	HAZARDOUS WASTE FACILITY OUTREACH & EDUC					
	Public Outreach	\$70,000	\$70,000	\$0		
	Material & Services	\$20,000	\$15,000	(\$5,000)		
		-----	-----	-----		
	SUBTOTAL	\$90,000	\$85,000	(\$5,000)	\$0	\$85,000
				(\$5,000)		
	HAZARDOUS WASTE TOTAL	\$539,803	\$615,466	\$75,663	\$71,000	\$544,466
						\$544,466
	Reserved from the Cancelled Waste to Energy Project	---	---	---	\$298,000	\$0
	SOLID WASTE MANAGEMENT BUDGET TOTAL	\$1,804,511	\$2,081,876	\$277,366	\$424,000	\$1,657,876
				\$277,366		

merly funded from an Environmental Internship Position.

iscal Year 1989-90 expenditures funded from previous years' authorizations



Item 2 - File 97-90-29

**Note:** This item was continued from the July 11, 1990 Finance Committee Meeting.

1. The proposed ordinance would amend the San Francisco Administrative Code by amending Sections 16.6-5 and 16.6-26 to authorize the Public Utilities Commission (PUC) and Hetch Hetchy Water Supply and Power to join certain organizations.

2. The proposed ordinance would authorize memberships in the following six organizations:

<u>Hetch Hetchy Water Supply and Power</u>	<u>Annual Membership Fee</u>
California Urban Water Agencies (CUWA)	\$50,000
Electric Power Research Institute (EPRI)	13,000
Western Systems Power Pool	15,000
<u>Public Utilities Commission</u>	
National Association of Minority Contractors	250
Bay Area Contract Compliance Officers Association	150
Western Council of Construction Consumers (WCCC)	1,500

Comments

1. Annual membership fees for the six new organizations listed above total \$79,900. The PUC and Hetch Hetchy membership budgets for 1989-90 totaled \$33,463.

2. According to Mr. Anson Moran, General Manager of Hetch Hetchy Water and Power, the California Urban Water Agencies (CUWA) is an association of ten major urban water suppliers which conducts engineering studies on topics such as the economic impact of water shortage and the prediction of the long term effects of water conservation. In addition to Hetch Hetchy, the other nine major urban water suppliers are the Alameda County Water District, Contra Costa Water District, East Bay Municipal Water District, Los Angeles Department of Water and Power, Metropolitan Water District of Southern California, Municipal Water District of Orange County, City of San Diego Water Utilities Department, San Diego County Water Authority and Santa Clara Valley Water District. Mr. Carlos Jacobo of the PUC states that the CUWA also facilitates interagency cooperation and serves as a representative of urban interests in the on-going Bay/Delta water hearings.

3. According to Mr. Moran, Hetch Hetchy has participated in the CUWA for approximately five years on an ad hoc basis and has not contributed funds for CUWA's activities. He further stated that, at the beginning of this calendar year, the CUWA was incorporated as a not-for-profit corporation which requires formal membership and membership dues for participation. Mr. Jacobo stated that a \$50,000 annual fee is charged to all ten major member agencies. He further explained that membership fees are treated as operating costs of Hetch Hetchy. As a result, he estimated that approximately 50 percent of the membership cost would be recouped through higher prices to suburban municipalities which purchase Hetch Hetchy water.

4. According to Mr. Jacobo, the Electric Power Research Institute (EPRI) conducts research on topics such as dam safety and emerging technologies. Recently, EPRI closed its activities to non-members. Therefore, in order to participate in the future activities of the institute, the City is required to join.

5. Mr. Moran stated that virtually all Hetch Hetchy sales and purchases of power are conducted with Pacific Gas & Electric (PG & E). Mr. Moran felt that membership in the Western Systems Power Pool, an organization of western utilities chartered under Federal Energy Regulatory Commission regulations to facilitate sales of energy, would help promote transactions with other utilities besides PG & E.

6. Hetch Hetchy's annual membership fees for the above-mentioned organizations total \$78,000 and range from \$13,000 for EPRI to \$50,000 for CUWA. These fees are higher than any annual fees currently paid by Hetch Hetchy, which range from \$15 to \$11,202. Hetch Hetchy has requested \$10,434 in increased membership fees for current organizations as well as the \$78,000 for these three new organizations. Combined, these increases total \$88,434 as compared to the 1989-1990 membership budget of \$27,752.

7. The Finance Committee has recommended approval for the funding for these annual membership fees in Hetch Hetchy's 1990-91 budget. As part of the budget process, the Board of Supervisors approved an approximately 72 percent reduction in all membership organizations funded with General Fund monies. Mr. Jacobo notes that all of the proposed Hetch Hetchy memberships would be funded with Hetch Hetchy's funds and not General Fund revenue.

8. According to Mr. Jacobo of PUC Finance, the PUC has requested two new memberships in order to help the PUC meet minority contract requirements. Mr. Jacobo explained that the National Association of Affirmative Action Officers, and its California counterpart, of which the PUC is already a member, are concerned with existing personnel and do not address issues of minority contractors. Mr. Jacobo stated that, in order to be eligible for federal Urban Mass Transit (UMTA)-funded contracts for the Muni Railway, the PUC must meet certain minority contracting requirements. Mr. Jacobo stated that membership in the National Association of Minority Contractors (\$250) and the Bay Area Contract Compliance Officers Association (\$150) would enhance the ability of the PUC to meet these requirements through increased outreach and education.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



9. The Western Council of Construction Consumers should be amended to the Western Council of Construction Contractors (WCCC). WCCC is an organization which works to improve cost effectiveness through educational programs in the area of construction and engineering and to ensure that construction owners are well informed (\$1,500). According to Mr. Jacobo, the WCCC is not specific to utilities. Mr. Fred Howell of the PUC reports that the PUC currently wishes to delete the WCCC from the proposed request for additional organizations.

10. The Finance Committee has approved funding for these annual membership fees in PUC's 1990-91 budget. However, the approval was based on PUC's written budget explanations at that time that the membership fees were for continuing memberships and that the organizations were authorized in the Administrative Code. However, as indicated by the proposed legislation, these three new organizations have not been previously authorized in the Administrative Code.

11. As previously noted, the Board of Supervisors approved an approximately 72 percent reduction in all membership organizations funded with General Fund revenues. Mr. Jacobo notes that the two PUC requested organizations, the National Association of Minority Contractors and the Bay Area Contract Compliance Officers Association, would be funded with a combination of Hetch Hetchy, Water and MUNI funds. Although Hetch Hetchy and the Water Department are self supporting departments, MUNI receives approximately 46 percent of its budget from the General Fund.

12. The City Attorney's Office has prepared an Amendment of the Whole to correct the existing legislation which would limit Hetch Hetchy and the PUC to membership in only the proposed organizations and not the department's existing other organizations. The proposed Amendment of the Whole will be presented in the August 1, 1990 Finance Committee Meeting.

### Recommendations

1. Approve the proposed Amendment of the Whole.
2. Amend the proposed ordinance to delete the Western Council of Construction Contractors (Consumers) from the Public Utilities Commission at an annual membership fee of \$1,500.
3. Approve the addition of the Hetch Hetchy memberships to the Administrative Code based on the Finance Committee's recommended approval of the funding for these new memberships in the FY 1990-91 budget.
4. Approval of the memberships for the PUC is a policy matter for the Board of Supervisors, given that at the time of the budget hearings the PUC submitted written budget explanations that the membership fees were for continuing memberships and that the organizations were already authorized in the Administrative Code.



Item 3 - File 97-90-33

**Note:** This item was continued from the July 11, 1990 Finance Committee Meeting.

1. The proposed ordinance would amend the San Francisco Administrative Code by amending Section 16.6-9 to add fifteen organizations to the membership list of the Department of Public Works.

2. The proposed ordinance would authorize memberships in the following organizations:

	<u>Annual Membership Fee</u>
American Institute of Architects	\$800
American Institute of Steel Construction	90
American Iron and Steel Institute	50
American Society of Heating, Refrigeration and Air Conditioning Engineers	95
American Society of Mechanical Engineers	60
Association of Major City Building Officials	200
California Association of Code Enforcement Officers for Housing Inspection	90
County Building Officials Association of California	40
Institute of Electrical and Electronic Engineers	60
National Association for Information and Image Management	120
National Conference of States on Building Codes and Standards Inc.	150
National Electrical Contractors Association	60
National Institute of Building Sciences Applied Technology Council	90
Sheet Metal and Air Conditioning Contractors National Association	50
Society for Fire Protection Engineers	80

Comments

1. The proposed ordinance, as submitted to the Board of Supervisors, lists 15 new memberships for DPW. However, according to Mr. James Hutchinson of the the Bureau of Building Inspection (BBI), Department of Public Works, the names of two organizations, the National Association of Building Sciences and the Applied Technology Council, were inadvertently combined and listed as one organization. Therefore, the proposed legislation should be amended to correct this clerical error to propose sixteen new memberships, rather than fifteen, and should change the "National Institute of Building Sciences Applied Technology

Council" (Lines 22-23) to the "National Association of Building Sciences" and add the "Applied Technology Council" which has an annual membership fee of \$80.

2. Annual membership fees for the sixteen organizations, including the Applied Technology Council, total \$2,115 and are included in the Department's 1990-91 budget.

3. As part of the budget process, the Board of Supervisors approved an approximately 72 percent reduction in all membership organizations funded with General Fund monies. Mr. Larry Litchfield of the Bureau of Building Inspection reports that all of the proposed DPW memberships would be funded with BBI's Special Fund and not General Fund revenues.

4. The Budget Analyst's prior recommendation of approval of membership fees for these sixteen organizations in the 1990-91 budget was based on BBI's written budget explanation at that time that the membership fees were for continuing memberships and that the organizations were authorized in the Administrative Code. However, in light of their status as new, rather than continuing, memberships, the Budget Analyst views their approval as a policy matter for the Board of Supervisors. As of the writing of this report, the BBI has provided justifications for 12 of the 16 proposed membership organizations, which are attached, but has not provided justifications for the American Iron and Steel Institute, the California Association of Code Enforcement Officers for Housing Inspection, the National Electrical Contractors Association and the Sheet Metal and Air Conditioning Contractors National Association.

### Recommendations

1. Approval of the proposed ordinance is a policy matter for the Board of Supervisors, given that at the time of the FY 1990-91 budget hearings, BBI submitted written budget explanations that the membership fees were for continuing memberships and that the organizations were already authorized in the Administrative Code.

2. If the Board of Supervisors approves the proposed ordinance, amend the legislation to propose sixteen new memberships, rather than fifteen, change the "National Institute of Building Sciences Applied Technology Council" on Lines 22-23 to the "National Association of Building Sciences" and add the "Applied Technology Council" with an annual membership fee of \$80. This amendment would correct a clerical error, as noted in Comment 1, above.

## AMERICAN INSTITUTE OF ARCHITECTS

Membership in the AIA requires membership in the national organization plus membership in the local chapter; in this case, San Francisco Chapter American Institute of Architects (SF/AIA). Previously, the local chapter was Northern California Chapter AIA, but with Oakland, Marin County and other establishing local chapters, the Northern California chapter became San Francisco.

The AIA is an association of the majority of architects across the country. Through their state group, California Council AIA (CCAIA), and their local chapter code committees are able to influence law makers on legislation affecting the construction industry and local code enforcement. It is essential therefore, to be partners with them, to work with them, to dialogue and exchange ideas and concerns with them in their territory to a beneficial and mutual understanding.

## AMERICAN INSTITUTE OF STEEL CONSTRUCTION

The American Institute of Steel Construction (AISC) is the non-profit technical specifying and trade organization for the fabricated structural steel industry in the United States. The Institute's objectives are to improve and advance the use of fabricated structural steel through research and engineering studies to develop the most efficient and economical design of structures. The Institute publishes manuals, textbooks, specification and technical booklets. Best known and most widely used are the Manuals of Steel Construction and the Specification for Structural Steel Buildings and the Code of Standard Practice for Steel Buildings and Bridges.

Our Plan Review Engineers have to keep their knowledge current by getting technical information and timely articles on structural applications and design of structures. The Institute conducts seminars regularly for its members and these seminars are very helpful in development and training of our personnel. This also serves as a program for continuing education which is very essential for our engineers.

## AMERICAN SOCIETY OF HEATING, REFRIGERATION AND AIR CONDITIONING ENGINEERS

This is a national organization that the Bureau of Building Inspection presently maintains memberships in. It is an association of engineers active in the regulation and standardization of the mechanical systems within a building. They are active in code development and education, having already sponsored training seminars for the Bureau's personnel. They, through their code development program, are a major influence in the Uniform Mechanical Code. They have developed industry standards that are used across the country. It is important to the Bureau to maintain contact on an equal level to make use of and contribute to this important resource.



ASME - American Society of Mechanical Engineers was founded over a century ago in 1880 to serve its members, industry, and the government by encouraging the development of new technologies and finding solutions to the problems of an increasingly global technological society.

It also supervises an internationally recognized technical standard setting program dealing with various Codes and Standards.

By having the City become a member of this society, we will be aware of the changes, trends, and latest developments in the field of Mechanical Engineering and this will enable us to adjust our programs accordingly to serve the people of San Francisco in a responsible and upto date manner.

Annual membership dues are \$80 per year per person. Monthly magazine and newsletter is included in the price of membership. Additional publications are to be paid at the published price.

Corporate membership is not available; society suggests putting in the name of a staff member to start the membership process.

For budget purposes, it is suggested that \$250 be set aside; both for membership and additional publications.

#### ASSOCIATION OF MAJOR CITY BUILDING OFFICIALS

This is an international (Canada only) Association of Major City Building Departments. They meet once a year to discuss issues associated with large cities and the code enforcement aspects of those large cities. Papers and minutes are produced to aid the major cities in their code enforcement work. Also, the AMCBO watches federal legislation that effect major cities and advice those cities accordingly. The benefit of membership in the organization is the healthy exchange of information between major cities. Ideas can be tested at the annual meetings to determine if anyone else has experience in implementing the new concept. Membership pays for itself by being able to discuss ideas and situations with the experts from other major cities. Lack of participation on San Francisco's part would be a detriment to continued growth.

#### COUNTY BUILDING OFFICIAL ASSOCIATION OF CALIFORNIA

As a City and County government, we must be aware of code issues that affect cities as well as counties. As an existing member of the California Building Officials (CALBO) we receive information of interest to cities; however, this group does not monitor information dealing with counties. The County Building Officials Association of California fulfills these needs. Membership becomes important so that BBI can be kept abreast of those law changes dealing with county issues. The issues include; code change issues, state legislative changes, and county ideas and issues developed by other counties and usable in San Francisco.

#### INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS AND NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

Membership in the Institute of Electrical and Electronic Engineers and the National Electrical Contractors Association will be beneficial for both our Bureau and the industries associated. These organizations are pivotal in the dissemination of information which is on "the cutting edge" of innovations in methods and materials.

Our Bureau would gain exposure with the code and technological expertise we could input into Association forums. I view this opportunity as ideal.

#### NATIONAL ASSOCIATION FOR INFORMATION AND IMAGE MANAGEMENT

The AIIM provides a knowledgeable group of informative industry professionals. The Bureau is embarking on a information enhancement program that includes imaging technology as a base. The Bureau will be able to use the AIIM group as a base for technological expertise. The need for a technical base is critical because this is an emerging field and expertise is not readily available in the surrounding workplace.



NATIONAL CONFERENCE OF STATES ON BUILDING CODES AND STANDARDS,  
INC.

NCSBCS is becoming a major source of information regarding changes in the Federal Government and how they impact local codes and standards. NCSBCS' responsibility is to monitor federal legislation and to inform member cities and states how they would impact local processes. Examples are the material mobile home requirements and just recently, the national handicapped regulations recently adopted by congress and signed into law by the President. NCSBCS will be the cities source to provide technical interpretations and data regarding BBI's obligation to now enforce federal handicapped regulations.

NATIONAL INSTITUTE OF BUILDING SCIENCES.

This organization develops and acts as a clearing house for dissemination of technical building construction practices and design criteria. The Architects and Engineers submitting plans and information to BBI use the services of the organization, and membership is necessary by BBI to keep abreast of the latest technological advances.

APPLIED TECHNOLOGY COUNCIL

This is the organization that developed the damage assessment process the City used after the October 17th earthquake. ATC develops several technological procedures of this nature. The Bureau benefits by being a member of this organization by getting a reduced rate on publications and training classes conducted by ATC. Also membership insures participation in the standards development process conducted by ATC.

#### SOCIETY OF FIRE PROTECTION ENGINEERS

The SFPE organization is a national organization promoting the fire technological aspects of building codes. The main function of the organization is to provide design information to its membership on the latest technologies on building designs. Such items and residential sprinkler systems, high storage sprinkler protector, smoke detection, smoke control systems, and stairway pressurization criteria are all items SFPE helped develop. Membership is necessary to allow the Bureau to keep abreast of the current design criteria in fire protection technology.



Item 4 - File - 101-89-144.1

**Note:** This ordinance was severed from a prior supplemental appropriation request that totaled \$640,448 for FY 1990-91 expenditures. That ordinance (File 101-89-144) was approved in the amount of \$106,740 to provide two months funding for the expenditures described below for July and August, 1990. The proposed Supplemental Appropriation Ordinance requests the remaining balance of \$533,708 necessary for the balance of FY 1990-91 (September, 1990, through June, 1991) expenditures.

**Departments:** District Attorney  
Police

**Items:** Supplemental Appropriation Ordinance to fund various narcotics abatement and education projects in 1990-91.

**Amounts:** \$533,708

**Source of Funds:** Narcotics Forfeiture and Asset Seizure Fund

**Description:** As recommended by the Police Commission and the Executive and Narcotic Asset Forfeiture Fund Committees of the Mayor's Criminal Justice Council, the proposed supplemental appropriation ordinance would allocate \$533,708 from the Narcotics Forfeiture and Asset Seizure Fund for 1990-91. The projects to be funded in 1990-91, the amounts originally approved (File 101-89-144) and the total annual cost, are as follows:

**District Attorney**

**Asset Forfeiture Action Prosecution**

The Board of Supervisors previously approved a Supplemental Appropriation Ordinance (File 101-88-135) to appropriate Narcotics Forfeiture and Asset Seizure Fund monies to fund two District Attorney's positions to facilitate, process and prosecute asset forfeiture actions through the State Courts. The proposed supplemental appropriation would continue to fund the two positions for 1990-91, as follows:

Total Request	\$143,299
Approved for 7/90 & 8/90	<u>23,881</u>
This Request	\$119,418

	Total District Attorney Request	Approved for 7/90 & 8/90	This Request
8180 Principal Attorney	\$ 82,228	\$13,705	\$68,523
8132 District Attorney Investigator			
Assistant	32,302	5,384	26,918
Mandatory Fringe Benefits	<u>28,769</u>	<u>4,792</u>	<u>23,977</u>
Total	\$143,299	\$23,881	\$119,418

Police Department

Narcotics Division Operation Expenses

The proposed supplemental appropriation would fund certain Department, Narcotics Division, as follows:

Total Request	\$207,300
Approved for 7/90 & 8/90	<u>34,550</u>
This Request	\$172,750

Vehicle storage rental - The Police Department rents 500 square feet of secured warehouse space from the Navy at the Hunters Point Naval Shipyards to store seized vehicles until title to the vehicles can be transferred to the City. Rent is \$1,000 per month for twelve months.

Materials and supplies for investigations:

400 Rolls of 35 mm film	\$1,200	
Video tape	200	
Polaroid film	200	
4 binoculars	1,000	
8 tape recorders	1,200	
Specialized batteries	1,500	
Narcotic Test Kits	<u>500</u>	
Total		\$5,800

Pager rental - Division currently has ten pagers and anticipates obtaining additional pagers for specialized operations (15 pagers @ \$146 per pager).

2,200

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 1, 1990

Cellular phones - eight phones @ \$94 per month each for 12 months.	9,000
Copy machine rental - three copiers @ \$208 per month for 12 months.	7,500
Rent for 1815 Egbert Street at \$734 per month for 12 months. Provides space for Narcotics Enforcement Task Force.	8,800
Vehicle Maintenance for 60 vehicles @ \$124 per month for 12 months	89,000
Janitorial Service - \$2,500 per month for 12 months	30,000
Utilities - \$2,900 per month for 12 months	35,000
Yearly trunking cost for telephone system.	<u>8,000</u>
Total Request	\$207,300
Previously Approved for 7/90 & 8/90	<u>34,550</u>
This Request	\$172,750

Drug Education Project

The Police Department will apply for a \$45,000 State Office of Criminal Justice Planning (OCJP) grant in 1990-91 that requires a 100 percent match, for a total cost of \$90,000. The Police Department has received three such grants through June 30, 1990, for drug education. The \$90,000 grant budget is attached (Attachment I).

Total Request	\$100,000
Approved for 7/90 & 8/90	<u>16,667</u>
This Request	\$83,333

The remaining \$55,000 (\$100,000 proposed funding less \$45,000 for OCJP grant) would be used to partially fund the Drug Education Project's \$288,585 estimated budget for 1990-91 (Attachment II).

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Computer Equipment

The Crime Laboratory maintains all narcotics records on a microcomputer. However, computer storage will be completely filled soon. An additional computer hard disc unit is needed to store narcotics records, which must be retained for eight years.

Total Request	\$3,150
Approved for 7/90 & 8/90	<u>526</u>
This Request	\$2,624

Fingerprint Processor

Experience has shown that narcotics traffickers use runners to insulate themselves from actually handling drugs when deliveries are to be made. In order to strengthen cases against the traffickers, scientific analysis is needed by the Crime Scene Investigation against the traffickers. A micro video camera and processor to illuminate fingerprints can increase the likelihood of lifting fingerprints from drug packages and decrease the time required to process evidence. The Crime Scene Investigation Unit requires the following new equipment to improve fingerprint analysis:

Total Request	\$19,703
Approved for 7/90 & 8/90	<u>3,284</u>
This Request	\$16,419

	<u>Total Request</u>
Miros KH-200 Video Processor	
and Miros Mx-1-50Z Video Scope	\$15,000
Custom Design Fuming Chamber	3,500
Sales Tax	<u>1,203</u>
Total	\$19,703

Dial Number Recorder

The Dial Number Recorder records numbers that are dialed from a telephone, the time that the call was placed and the duration of the call. The phone company, under a court order, would identify the phone lines used and transmit that data, by means of a dedicated line, to the Hall of Justice and log the data onto a computer. Such data can provide a pattern used by a violator that would identify people associated with drug trafficking. The proposed Dial

Total Request	\$7,953
Approved for 7/90 & 8/90	<u>1,326</u>
This Request	\$6,627

BOARD OF SUPERVISORS  
BUDGET ANALYST



Number Recorder package includes  
the following:

	<u>Total Request</u>
MITEL Discovery Dial Number	
Recorder including software package and technical manual	\$2,866
2 Two-line expansion modules	1,632
4 Auxiliary serial ports	1,624
5 Standard loop extenders	1,312
Discovery to RS-232 Device cable	33
Sales Tax	<u>486</u>
Total	\$7,953

Boedekker Park Policing

The requested funds would be used to station one Police Officer, on overtime, at the park eight hours each weekday, from 10:00 a.m. to 6:00 p.m., and six hours each weekend day, from noon to 6:00 p.m., to protect the park from narcotics sales and use and related crime that has plagued the area. The Police Activities League (PAL) has volunteered equipment and personnel to conduct an anti-drug education program in the Boedekker Park area. The proposed funding would provide for the following costs:

Total Request	\$82,543
Approved for 7/90 & 8/90	<u>13,757</u>
This Request	\$68,786

	<u>Total Request</u>
2,347 regular overtime hours @ \$30.21	\$70,894
365 overtime hours with shift differential @ \$31.47	11,486
Unemployment Insurance	<u>163</u>
Total	\$82,543

Oceanview Playground PAL Program

The Board of Supervisors previously approved a Supplemental Appropriation Ordinance (File 101-89-78) to fund the Oceanview Playground PAL Program through June 30, 1990. The proposed supplemental appropriation would fund the program for 1990-91. The PAL Program at the Oceanview Playground places uniformed Police Officers at the Playground in connection with PAL recreation and

Total Request	\$59,500
Approved for 7/90 & 8/90	<u>9,916</u>
This Request	\$49,584

activities programs to provide a visible deterrent to drug dealing at the playground, to perform actual law enforcement, primarily drug traffic-related and to participate in the PAL recreation activities. PAL recreation activities, directed by off-duty Police Officers, include basketball, boxing, karate, tennis, and track and field. Overtime costs for one Police Officer working an average of four hours each day of the year are as follows:

	<u>Total Request</u>
802 regular overtime hours @ \$30.21	\$24,233
1,121 Overtime hours with shift differential @ \$31.47	<u>35,267</u>
Total	\$59,500

PAL Boxing

The Board of Supervisors previously approved a Supplemental Appropriation Ordinance (File 101-89-64) to fund the PAL Boxing Program through June 30, 1990. San Francisco Police Officers teach boxing, related athletic training skills and provide counseling to a minimum of 60 youth, between nine and fourteen years of age who are at risk of involvement in drug or gang activities. The Program is provided two days a week for two hours per day at three sites in the Western Addition, Hunter's Point and Sunnysdale. Each of six Police Officers is responsible for working four overtime hours per week. Two Police Officers are assigned to each of the three sites. The proposed supplemental appropriation would provide for 563 hours of Police overtime at the rate of \$30.21 per hour.

Total Request	\$17,000
Approved for 7/90 & 8/90	<u>2,833</u>
This Request	\$14,167

Memo to Finance Committee  
August 1, 1990

Total Police Department Request	\$497,149
Police Request Approved for July and August, 1990	<u>82,859</u>
This Police Department Request	\$414,290
 Total Request for District Attorney and Police Department	 \$640,448
Approved for July and August, 1990	<u>106,740</u>
This Request	\$533,708

**Comments:**

1. According to the Controller's Office, the latest uncommitted balance in the Narcotics Forfeiture and Asset Seizure Fund is \$702,819 as of May 30, 1990. Two prior supplemental appropriations, Files 101-89-143 and 101-89-144 (the previously approved portion of this request) reduced the available funds by \$154,110 to a new balance of \$548,709. The Police Department reports that the Narcotics Forfeiture and Asset Seizure Fund balance is approximately \$801,000 as of July 26, 1990.

2. As mentioned above, the Police Commission and the Executive and Narcotic Asset Forfeiture Fund Committees of the Mayor's Criminal Justice Council have recommended the proposed items for 1990-91.

**Recommendation:** Approve the proposed supplemental appropriation ordinance.

1990-1991 O.C.J.P. ESP GRANT  
BUDGET FOR GRANT EXPENDITURES

1. Parent drug education component and Center for Human Development Curriculum and presentation.	..... \$55,540.00
2. Overtime for eight officers to present curriculum to 2nd, 3rd 4th, and 5th grades	..... \$59,600.00
3. Counseling program for targeted at risk elementary school children and families - component required by CCJP	..... \$ 6,360.00
4. Indirect cost to City and County of San Francisco	..... \$ 4,500.00
5. Travel to CCJP seminars- required CCJP component	..... \$ 2,500.00
6. City and County of San Francisco audit	..... \$ 1,500.00 \$96,000.00

W0054t



1990-1991 O.C.J.P. ISP GRANT  
BUDGET FOR GRANT EXPENDITURES

1. Parent drug education component and Center for Human Development Curriculum and presentation.	..... \$55,540.00
2. Overtime for eight officers to present curriculum to 2nd, 3rd 4th, and 5th grades	..... \$59,600.00
3. Counseling program for targeted at risk elementary school children and families - component required by CCJP	..... \$ 6,360.00
4. Indirect cost to City and County of San Francisco	..... \$ 4,500.00
5. Travel to OCJP seminars- required CCJP component	..... \$ 2,500.00
6. City and County of San Francisco audit	..... \$ 1,500.00
	<u>\$96,000.00</u>

W0054t

ITEM 1

50 sets of K-1 Here's Looking at You 2000 teacher training kits for non-public schools: (this will complete K-5 which the public schools have already completed.)

Cost \$44,855.55

Source: Comprehensive Health Education Foundation (CHEF)

Contact: Shelley (206) 824-2907

75 Lesson curriculum guides for new teachers and replacement of damaged curriculum guides. For public and non public schools.

Cost \$1,915

Source: Comprehensive Health Education Foundation (CHEF)

Contact: Shelley (206) 824-2907

ITEM 2

These officers (assigned from the Patrol Division) will spend one day a week at their assigned school for 5 weeks. 1990-1991 approximately 40 schools (public and non public) will be assigned to these part-time officers.

Cost \$37,200

Source: SFPD

Contact: Officer Dan Lawson 553-9582

At the request of the Superintendent of Schools one (1) uniformed police officer attend one (1) Parent Component meeting per week with Center for Human Development personnel during the school year. The Officer will assist in training parents in substance abuse education.

Cost: \$4,216

Source: SFPD

Contact: Officer Dan Lawson

ITEM 3

Training of 72 core public school teachers.

Training of 40 core non public school teachers.

Training of 8 part-time police officers.

The workshop is Training of Trainers in the Here's Looking at you 2000 curriculum provided by Roberts, Fitzmahon and Associates.

Total of 120 persons to attend the TOT training.

Cost: \$153,000

Source: SFPD

Contact: Officer Dan Lawson

ITEM 4

Curriculum training kit inventory and maintenance in all public and non public schools. The initial life of a training kit was 5 years however with continuing maintenance and inventory the kits expectancy is much longer.

Cost: \$10,000

Source: Roberts, Fitzmahon and Associates

Contact: Tim Roden (206) 932-8409

ITEM 5

Maintenance and upgrade of existing computer programming for the Drug Education Unit.

The Drug Education Unit maintains one (1) personal computer which is used for word processing, data base, and filing of all drug education related matters. The Unit does not have a secretarial position assigned. The personal computer is used daily.

Cost: \$2,898.26

Source: Topick Micro Center

Contact: Topick 564-3500



ITEM 6

Maintenance of vehicles. The Drug Education Unit maintains five (5) 1987 Plymouth Horizons. The vehicles are used daily to transport Officers and materials to schools for training.

Cost: \$7,500

Source: SFPD

Contact: Officer Tucker 553-1221

ITEM 7

Printing and publications of materials. Production costs to reproduce handouts for student use. Estimate obtained from Jim Nelson Printing Company, 1074 Folsom St. 431-1557.

Cost: \$15,000

Source: Jim Nelson

Contact: Jim Nelson 431-1557

ITEM 8

Parent Workshops are contracted with CHD funding is necessary for this vital component of the program.

Cost: \$12,000

Source: Center for Human Development

Contact: SFPD Officer Dan Lawson

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TOTAL: \$288,584.81

Item 5 - File 101-89-148

**Note:** This item was continued at the June 6, 1990, Finance Committee meeting pending the rebidding of the construction contract.

**Department:** Department of Public Works (DPW)  
Clean Water Program (CWP)

**Item:** Supplemental Appropriation Ordinance

**Amount:** \$11,185,849

<b>Source of Funds:</b>	1970 Water Pollution Control Bonds	\$ 772,000
	1976 Sewer Revenue Bonds	3,177,491
	State Revolving Loan Fund	<u>7,236,358</u>
	Total	\$11,185,849

**Description:** The construction of the Mariposa Facilities represents the next major element of the San Francisco Clean Water Program's Bayside construction plan (see Attachment 1). Specifically, this project will address the drainage in the mid-east sector of the City generally bounded by the San Francisco Bay, 16th Street, 25th Street and Potrero Hill.

Presently, overflows into the Bay occur on an average of 46 times per year in violation of San Francisco Regional Water Quality Control Board (RWQCB) overflow requirements. Per a RWQCB order, the City is required to design and construct the Mariposa Facilities to achieve a long term average of ten overflows per year, a reduction of 36 yearly overflows on average. RWQCB Cease and Desist Order No. 88-105 requires that construction on this project begin by September 1, 1990, and be completed by January 1, 1993. Continued violation of overflow limits beyond that date could result in the imposition by RWQCB of fines against the City of up to \$25,000 per day.

The Mariposa Facilities will consist of a 0.68 million gallon transport/storage box structure in Mariposa Street, wet-weather pumps with a total capacity of 10 million gallons per day (mgd) inside the box structure, a 2 mgd refurbished Mariposa dry-weather pump station, a 20-inch diameter force main and a 27-inch gravity sewer in Illinois Street, a 3 mgd pump station with a 10-inch force main in 20th Street, a 36-inch gravity sewer in 23rd Street, a 54-inch diameter transport/storage pipe and a 42-inch gravity sewer on Port property (see Attachment 2). All of the facilities described would be primarily underground.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

On December 21, 1989, the Board of Supervisors approved the use of State loan funds to finance the construction of the Mariposa facilities (Resolution No. 963-89). The City has applied for a State Revolving Fund loan from the State Water Resources Control Board (SWRCB) in January of 1990 to provide funds for the project construction. Funds can be borrowed from the State Revolving Fund at an interest rate which is one-half the State's on-going interest rate for General Obligation Bonds. For example, the funds recently borrowed under this program for the construction of the Oceanside Wastewater Treatment Plant was at an interest rate of 3.4% as compared to a General Obligation Bond interest rate of 6.8%.

The preliminary estimated project cost of the Mariposa Facilities, including costs for the construction contract, non-construction and contingencies are as follows:

	<u>Totals</u>
Construction Contract	\$9,321,541
Non-Construction Costs (Preliminary -10% of Construction)	932,154
Contingency (10% of Construction)	<u>932,154</u>
Total	\$11,185,849

The project schedule to start and complete construction of the Mariposa Facilities is as follows:

Advertise for bids	April, 1990
Receive bids	May, 1990
Begin construction	August, 1990
Complete construction	February, 1992

The construction contract for the Mariposa Facilities was advertised on April 10, 1990, and 83 bid packages were distributed. Bids were opened on May 30, 1990. The following two bids were received:

<u>Bidder</u>	<u>Amount</u>
J. H. Pomeroy	\$11,117,000
Homer J. Olsen, Inc.	13,320,121

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Mr. Manfred Wong of the Clean Water Program reported that the two bids originally received for the construction of the Mariposa Facilities were substantially above the \$9,321,541 amount budgeted for construction. Therefore, the project was rebid to obtain acceptable bids within the range of the project budget.

2. Mr. Wong advises that the project was rebid by sending bid packages to the 83 prospective bidders that received the original bid packages. Clean Water received three bids that were opened on July 6, 1990 as follows:

<u>Bidder</u>	<u>Amount</u>
Nationwide Construction, Inc. and Shimmick Construction, Inc., a Joint Venture	\$9,417,430
J.H. Pomeroy	10,923,250
Homer J. Olsen, Inc.	12,432,247

Although the low bid of \$9,417,430 for construction is higher than Clean Water's estimate of \$9,321,541, Mr. Wong indicates that the low bid is within ten percent of the estimate (actually it is within one percent of the estimate) and is, therefore, an acceptable bid.

3. An Amendment of the Whole for the proposed Supplemental Appropriation Ordinance has been prepared to reflect the revised Construction Contract cost, as bid. The ten percent Contingency would change to \$941,743 to correspond with the revised construction bid. The Non-Construction Costs have also increased by \$806,601 from the preliminary estimate of \$932,154, which was simply estimated as ten percent of the construction estimate, to \$1,738,755 and is included in the Amendment of the Whole. (Clean Water made a revised estimate of \$1,729,031 for Non-Construction Costs before the original bids were opened.) The proposed Amendment of the Whole requires a supplemental appropriation totalling \$12,097,928, or \$912,079 more than the original request, as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Non-Construction Costs:	
Deleuw Cather Overview	\$354,596
Testing Labs	5,000
Clean Water Program	1,056,535
Bureau of Engineering	175,961
Traffic Engineering	19,663
Bureau of Water Pollution Control	112,000
Bureau of Building Repair	5,000
City Attorney Work Order	<u>10,000</u>
Subtotal	\$1,738,755
Construction Contract	9,417,430
Contingency	<u>941,743</u>
Total	\$12,097,928

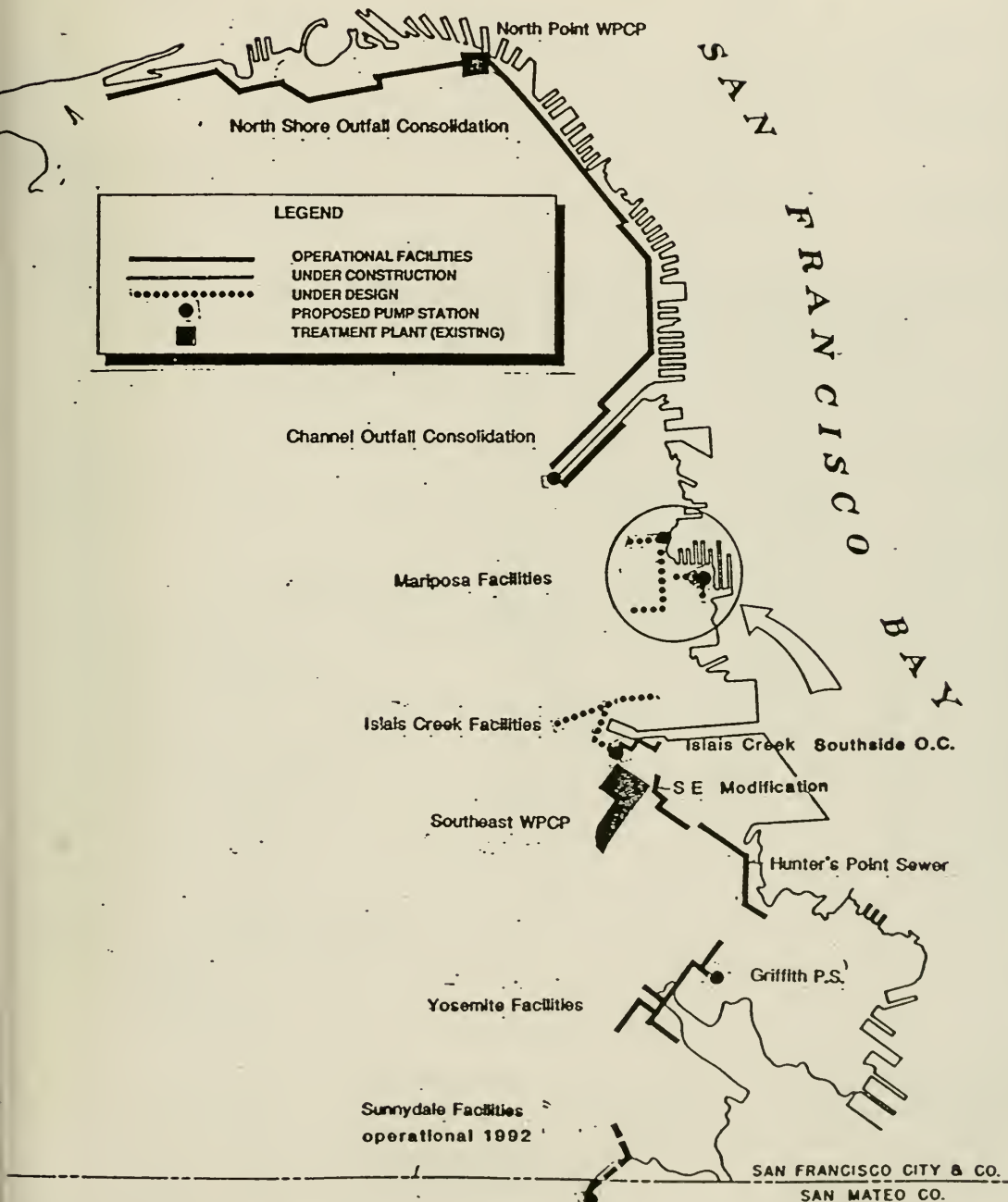
4. According to the proposed Amendment of the Whole, the revised source of funds is as follows:

1970 Water Pollution Control Bonds	\$772,000
1976 Sewer Revenue Bonds	3,456,568
1988 Sewer Revenue Bonds	633,002
State Revolving Loan Fund	<u>7,236,358</u>
Total	\$12,097,928

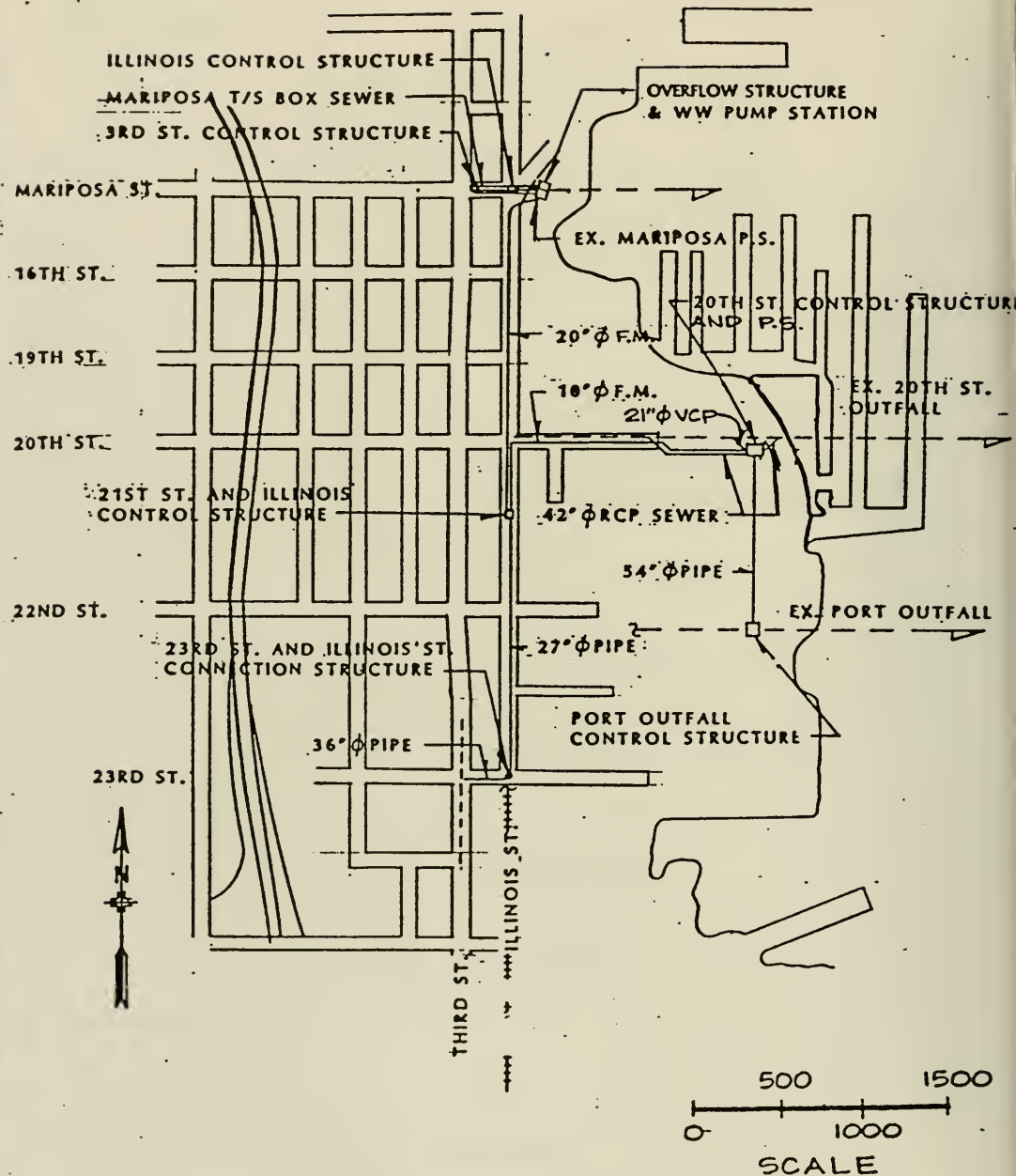
5. Neither Nationwide Construction, Inc., nor Shimmick Construction, Inc., is a MBE/WBE. The Human Rights Commission (HRC) has received a plan detailing the MBE/WBE status of the construction subcontractors. According to Ms. Veronica Ng of HRC, the low bidder is in compliance with the HRC Affirmative Action Program.

**Recommendation:** Approve the proposed Amendment of the Whole.

# BAYSIDE CSO CONTROL FACILITIES







DESIGNED

K.S.

DRAWN

C.W.

## MARIPOSA FACILITIES

DATE

1-1990

## SITE PLAN



Item 6 - File 91-90-1

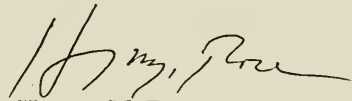
**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Draft resolution approving the issuance of (1) Special Tax Bonds to finance public infrastructure improvements and (2) Revenue Bonds to finance public facilities, both in the Yerba Buena Center Redevelopment Project Area.

**Amount:** Special Tax Bonds                      Not to exceed \$15,000,000  
Revenue Bonds                              Not to exceed \$45,000,000

**Description:** Mr. Bob Gamble of the SFRA reports that the SFRA no longer intends to issue two types of bonds and instead will propose the issuance of Special Tax Bonds, only. The SFRA has not yet finalized the terms and amount of the Special Tax Bonds issuance and therefore requests that this item be continued until those details are finalized.

**Recommendation:** Continue the proposed draft resolution as requested by SFRA.



Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey



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FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 8, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ACTING CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 7-90-7. [Articulated Trolley Coaches] Resolution authorizing the San Francisco Municipal Railway to enter into a contract with New Flyer Industries Limited for the purchase of 35 articulated trolley coaches. (Public Utilities Commission)
  - b) File 47-90-7. [Special Validation Stamp Rate] Resolution establishing a special validation stamp rate for American Multi Cinema, Inc. (AMC) at the Japan Center and Fillmore Annex garages. (Parking and Traffic Commission)
  - c) File 64-90-33. [Lease of Property] Resolution authorizing a new lease of real property at 1370 Mission Street, 2nd Floor, for the Department of Public Health, for information, education and training offices and conference facilities connected with the STD/AIDS Program. (Real Estate Department)
  - d) File 68-90-13. [Grant - Federal Funds] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$10,000 made available through the Federal Emergency Management Agency for a project entitled "Immediate Post Disaster Public Information Program for Non-English Speaking Populations in San Francisco" and agreeing to provide in match of \$3,345. (Mayor)

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- e) File 79-90-3. [Federal Funding - Community Development] Resolution approving the transfer of \$12,200 from the 1990 Community Development Program contingencies to complete 1990 Community Development Public Service Activities proposed by the OMI Pilgrim Community Center, Inc. through December 31, 1990; and approving Addendum Number One to the 1990 Community Development Program. (Mayor's Office of Community Development)
- f) File 146-90-50. [Grant - State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to apply for, accept and expend a grant of \$100,000 from the State Department of Mental Health for Continuum/HIV Day Services. (Mayor)
- g) File 101-89-128.1. [Release of Funds] Requesting release of reserved funds, Department of Public Health, in the amount of \$15,476, for purchase of computer equipment for Health Promotion and Education AB75. (Department of Public Health)
- h) File 68-90-14. [Grants - Private Funds] Resolution authorizing the Office of the Mayor to accept and expend grant funds in the total amount of \$77,991 from various foundations to support the Mayor's Interfaith Task Force on the Homeless and the 1990-91 Interfaith Emergency Winter Shelter Program. (Supervisor Walker)
- i) File 100-90-1.1. [Release of Funds] Requesting release of reserved funds, Public Utilities Commission, in the amount of \$150,000, (\$130,000 for professional services contract with CH2M Hill to prepare a report on the feasibility and public acceptability of wastewater reclamation, water conservation, desalination and groundwater use in the San Francisco Water Department service area and \$20,000 for ancillary services related to the development of this program. (Public Utilities Commission)

ACTION:

#### REGULAR CALENDAR

- 2. File 114-90-4. [Fees] Ordinance amending Part II, Chapter 1, of the San Francisco Municipal Code (Building Code) by amending Section 332.3 thereof, to modify the amount of the investigation fee for performing work without a permit. (Supervisor Hongisto)

(Continued from 7/25/90.)

ACTION:

- 3. File 114-90-6. [BBI Fee Schedule] Ordinance amending Building Code, by amending Sections 323, 330.1, 330.3, 331, 332, 332.1, 332.2, 332.3, 332.4, 332.5, 333.1, 333.2 and 333.3, relating to fee schedules. (Department of Public Works).

(Continued from 7/25/90.)

ACTION:



4. File 91-90-1. [Redevelopment Agency Bonds] Resolution approving the issuance by the Redevelopment Agency of the City and County of (1) special tax bonds in a par value not to exceed \$15,000,000 pursuant to the Mello-Roos Community Facilities Act of 1982 to finance public infrastructure improvements; and of (2) revenue bonds in an aggregate principal amount not to exceed \$45,000,000 for the purpose of financing public facilities, all for the Yerba Buena Center Redevelopment Project Area. (Supervisor Ward)

(Continued from 8/1/90.)

ACTION:

5. File 101-90-3. [Government Funding] Ordinance appropriating \$515,441, Juvenile Court, for permanent salaries-craft and related mandatory fringe benefits and facilities maintenance project (YGC Asbestos Abatement) for the creation of one position. RO #90027 (Controller) (companion to File 102-90-3)

ACTION:

6. File 102-90-3. [Public Employment] Ordinance amending Interim Annual Salary Ordinance, Juvenile Probation Department, reflecting the addition of one position (Classification 7334 Stationary Engineer). (Civil Service Commission) (companion measure to File 101-90-3)

ACTION:

0008c





CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

**DOCUMENTS DEPT.**

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August 8, 1990

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**TO:** Finance Committee

**FROM:** Budget Analyst - *Recommendations*

**SUBJECT:** August 8, 1990 Finance Committee Meeting

Item 1a - File 7-90-7

**Departments:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the San Francisco Municipal Railway to enter into a contract with New Flyer Industries, Limited for the purchase of thirty-five (35) articulated trolley buses.

**Amount of Contract:** \$22,791,418

**Description:** The San Francisco Municipal Railway (MUNI), in conjunction with the Purchasing Department, proposes to enter into a contract with New Flyer Industries, Limited of Winnipeg, Manitoba, Canada to purchase 35 new articulated trolley buses. MUNI plans to begin replacing its existing trolley coach fleet with these articulated trolley buses.

MUNI and Purchasing used a negotiated procurement procedure as allowed by Section 7.200 of the San Francisco Charter. Selection of the vendor was based on a combined score determined by bid price and the technical specifications of the bus as proposed by the vendors.

Purchasing invited a total of eighteen firms to bid on the purchase contract. Of the eighteen firms invited to bid, three firms each submitted two proposals for a total of six proposals. A summary of the scoring of the six proposals is presented below:

<u>Proposer</u>	<u>Price Score</u>	<u>Technical Score</u>	<u>Total</u>
New Flyer Industries w/ General Electric Propulsion *	52.0	35.5	87.5
New Flyer Industries w/ Westinghouse Propulsion	41.5	32.5	74.0
Breda w/ General Electric Propulsion	36.7	31.0	67.7
Breda w/ Westinghouse Propulsion	33.8	29.0	62.8
Mitsui and Company w/ Mitsubishi AC Propulsion	58.5	16.25	74.75
Mitsui and Company w/ Mitsubishi DC Propulsion	60.0	15.0	75.0

\* Bid selected for contract award.

The details of the proposed purchasing contract are as follows:

Management, engineering, tooling and testing \$513,240

These funds would be used for design, engineering, and manufacturing to modify an existing diesel powered articulated coach model into an articulated electric trolley coach.

35 new articulated trolley buses @ \$612,000 per coach 21,420,000

Training 94,215

These funds would be used to train MUNI transit operators on the operation of the articulated trolleys and to train maintenance crews on the proper maintenance of the various electronic parts in the new trolleys.

Operating, maintenance, and parts manuals \$237,523

Because the articulated trolley coaches would be entirely new, these funds would be used to develop and produce manuals for operation, maintenance, and parts.

Diagnostic test equipment, separate from the purchase of the coaches 515,400

These funds would be used to purchase special diagnostic machines that monitor the performance of the various electronic parts in the trolley coaches.

Two (2) scissors jack/dolly @ \$5,520 each

The scissors jack/dollies would be used to remove and transport the electric motors from the trolleys for maintenance. 11,040

Total purchase \$22,791,418

**Comments:**

1. Not included in the purchase price of \$22,791,418 is the estimated sales tax of \$1,591,117 to be paid to the State of California, for a total cost of approximately \$24,382,535. Of the total estimated sales tax, approximately \$493,795 would be paid with State Transit Assistance funds and other State funding sources, which the PUC's Finance Division has not identified yet. Ms. Kathleen Kelly of the PUC's Finance Division states that local General Fund monies would not be used. The remaining \$1,097,322 would be paid through UMTA Section 3 grant funds.

2. Including all costs associated with the purchase, each articulated trolley bus will cost approximately \$696,644.

3. In February of 1990, the Board of Supervisors authorized MUNI to apply for, accept, and expend Urban Mass Transit Administration (UMTA) Section 3 Capital Assistance grant funds to finance the purchase of the articulated trolleys. The original grant request specified that 60 articulated trolleys would be purchased at a cost of \$500,000 per trolley, including sales tax, for a total of \$30 million. Other project costs were estimated at \$2,500,000 for a total grant project estimate of \$32,500,000. However, Ms. Kelly reports that MUNI did not receive the total grant amount of \$32,500,000 consisting of \$24,375,000 from the UMTA Section 3 grant funds and

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**BUDGET ANALYST**

\$8,125,000 from local matching sources. MUNI actually received \$18,411,750 in UMTA grant funding and \$6,337,500 in local matching State Transportation Planning and Development and San Francisco Municipal Railway Improvement Corporation funds for a total of \$24,749,250. In addition, the bid cost for purchasing the articulated trolley coaches was 39 percent higher than expected. Therefore, the lower level of funding coupled with the higher than expected cost of the trolleys allowed MUNI to only negotiate a purchase for 35 articulated trolleys.

4. MUNI intends to begin replacing its existing trolley fleet with these new articulated trolley coaches. Mr. Elmer Nelson, the Project Manager at MUNI, reports that because of the larger size of the articulated trolley coaches, MUNI will be able maintain current operating capacity and replace three existing trolleys for every two new articulated trolley coaches brought into operation. Given that MUNI is purchasing 35 articulated trolley coaches, MUNI will retire 52 existing trolley coaches.

5. Mr. Nelson further reports that MUNI estimates that operating costs for the new articulated trolley coaches will be ten percent higher per coach as compared to the existing trolley coaches. However, according to Mr. Nelson, overall repair costs would remain about the same as the existing trolley coaches because MUNI would be operating fewer trolley coaches. In addition, the passenger capacity per trolley coach would increase by 50 percent. Mr. Nelson also points out that personnel costs would decrease because of the fewer number of trolley coaches that MUNI would have to operate.

6. Ms. Kelly also advises that under UMTA grant regulations, MUNI may exercise an option to purchase no more than 50 percent of the total number of articulated trolleys specified in the original purchase, which is, in this case, 17 additional articulated trolley coaches (50% of 35 articulated trolley coaches). Assuming funding is available, MUNI would be able to purchase 17 more articulated trolley coaches for up to one year, at the \$612,000 price under this contract, for a total of 52 articulated trolley coaches, which is eight less than the 60 MUNI intended to purchase with the grant funding. MUNI and PUC Finance have not yet identified funding to purchase the 17 articulated trolleys that would be under option.

7. Mr. Robert C. Highfill, Chief Equipment Engineer of MUNI, expects that New Flyer Industries will deliver a prototype articulated trolley coach for testing by the end of calendar year 1991. Production and delivery of the articulated trolley coaches to MUNI will begin in 1992.

**Recommendation:** Approve the proposed resolution.





Item 1b - File 47-90-7

1. The proposed resolution would authorize the establishment of a special validation stamp rate for American Multi Cinema, Inc. (AMC) at the Japan Center and Fillmore Annex Garages.

2. The proposed resolution would allow the Western Addition Parking Corporation (WAPC) which operates the City-owned Japan Center and Fillmore Annex Garages, to issue validation stamps to AMC at the rate of \$1.25 in 1990, \$1.35 in 1991, and \$1.45 in 1992, for three hours for patrons of the AMC Theater in the Japanese Cultural Center Complex.

3. Mr. Kevin Hagerty of the Parking and Traffic Commission reports that AMC and WAPC had a three-year special validation stamp agreement for 1987, 1988 and 1989. Under this previous agreement, AMC provided free parking to its patrons by reimbursing WAPC at a rate of \$1.05 per three hours of patron parking. This previous agreement also included a minimum guarantee by AMC to purchase at least 150,000 validation stamps in 1987, 157,500 validation stamps in 1988 and 165,375 validation stamps in 1989. The minimum guarantee helped provide WAPC with a steady revenue source, allowing it to expand the service hours and hire a parking attendant at the Fillmore Garage. The previous agreement expired on December 31, 1989.

4. WAPC and AMC have agreed to eliminate the minimum guarantee from the proposed new agreement, however, as indicated above, the rates would increase each year under the proposed agreement. Since the proposed agreement expired on December 31, 1989, AMC and WAPC have agreed that the new 1990 proposed rate of \$1.25 would be retroactive back to January 1, 1990. AMC would therefore be required to reimburse WAPC an additional \$0.20 (\$1.25 less \$1.05) for each validation stamp used since January 1, 1990.

5. In addition, while under the previous agreement AMC theater patrons received free parking, under the proposed new agreement, AMC would have the option to pass on part of the cost of the special parking rate to its patrons. AMC has indicated that it has no intention of passing on any parking costs to its patrons during 1990. AMC reports however, that it may be forced to charge patrons for part of the parking costs if it becomes unprofitable to provide entirely free parking in the future.

6. The Japan Center and Fillmore Annex Garages are City-owned. WAPC, a non-profit organization, operates the garages for the City. WAPC's projected operating costs for FY 1990-91 are \$940,000. Mr. Hagerty reports that the projected FY 1990-91 revenue from the Japan Center and Fillmore Garages is \$1.4 million. The revenue in excess of WAPC's operating expenses, or approximately \$460,000 in FY 1990-91, is used to pay off the garages' construction bonds issued in 1965. Mr. Richard Dole of WAPC reports that the City benefits from the agreement with AMC because it fills the garages during usually low-demand hours.

Memo to Finance Committee  
August 8, 1990

7. According to Mr. Hagerty, the original special validation stamp agreement was in part a result of neighborhood concerns that the AMC theater would increase the number of cars parking in the neighborhood. Mr. Dole of WAPC reports that thus far they have had no complaints from neighborhood residents and that the number of AMC patrons using the garages has increased steadily each year. Based on the first six months of this year, the expected 1990 usage is 157,044 theater patrons.

**Recommendation**

Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 8, 1990

Item 1c - File 64-90-33

**Departments:** Department of Public Health (DPH)  
Real Estate Department

**Item:** Resolution authorizing a new lease of real property

**Location:** 1370 Mission Street (entire 2nd floor)

**Purpose of Lease:** Expanded office space and a conference room for the Sexually Transmitted Disease (STD)/AIDS Program

**Lessor:** Vilo Properties Inc.

**No. of Sq. Ft. and  
Cost per Month:** 2,306 sq. ft. @ \$.80 sq. ft./mo. = \$1,845

**Annual Cost:** \$22,140

**Term of Lease:** The proposed lease would commence on the date the proposed legislation is approved by the Board of Supervisors and the entire premises are available for occupancy, whichever occurs later, and would expire December 31, 1993.

**Janitorial Services  
and Utilities**

**Paid by:** The City - these costs are included in the \$1,845 monthly rental.

**Source of Funds:** Federal Aids Counseling and Testing Grant Funds

**Comments:** 1. The DPH's STD/AIDS Program is currently occupying 2,040 sq. ft. of space on the ground floor at 1372 Mission Street, which is adjacent to the proposed leasehold site. The total annual rent for this space is \$23,760. As noted above, the proposed lease would provide expanded office space and a conference room for the STD/AIDS Program, at a total additional annual cost of \$22,140, bringing the STD/AIDS Program's total annual rental costs to \$45,900.

2. Ms. Wendy Wolfe of the DPH reports that the current ground floor facility at 1372 Mission Street is used to house the STD/AIDS Program's Information, Education and Training offices and to conduct post-test counseling and education sessions for clinic patients tested for HIV antibodies at the City Clinic located at 356 7th Street. According to Ms. Wolfe, while the post-test counseling and education sessions are conducted at the 1372 Mission Street facility, the eight counseling and special studies staff, along with two support staff, who are directly responsible for

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

conducting these sessions are currently occupying office space at the City Clinic located at 356 7th Street.

3. Ms. Wolfe advises that the proposed new lease is necessary because, the number of patients receiving post-test counseling and education sessions has increased threefold, from approximately 200 clients per month to approximately 600 clients per month since the Department initially leased this ground floor facility in 1988. According to Ms. Wolfe the increase in the patient caseload has resulted in (1) overcrowding and the need for additional space to conduct the counseling and education sessions and (2) has made it increasingly difficult and inconvenient for the staff assigned to conduct the post-test counseling and education sessions to carry out their job responsibilities without having immediate access to the space needed to conduct these sessions.

4. The proposed lease would permit the DPH to relocate the 15 staff assigned to the Information, Education and Training offices, from the 1372 Mission Street facility, to the new location at 1370 Mission. The vacated premises at 1372 Mission Street would then be used for expanded space to conduct counseling and education sessions and to provide office space for the eight counseling and education sessions staff and two support staff, currently housed at the City Clinic.

5. Mr. Phil Aissen of the Real Estate Department reports that the proposed lease at 1370 Mission Street would provide approximately 128 sq. ft. of office space for each of the 15 staff assigned to the Information, Education and Training offices (excluding the conference room). According to Mr. Aissen, the 1372 Mission Street facility would provide approximately 130 sq. ft. of office space for each of the ten staff assigned to the post-test counseling and education activities.

6. Mr. Michael Bala, Associate Director, of the AIDS Office reports, that the Federal Aids Counseling and Testing Grant Funds are categorical and therefore can only be used for specific purposes. Mr. Bala advises therefore, that the impending State funding cuts to health programs would not likely impact on the Department's intended use of these grant funds to fund the proposed lease.

7. The Real Estate Department reports that the proposed lease amount represents the fair market rental for the property.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 1d - File 68-90-13

**Departments:** Mayor's Office  
Fire Department, Office of Emergency Services

**Item:** Resolution authorizing the Mayor to apply for, accept, and expend new Federal grant funds and agreeing to provide local in-kind match.

**Grant Amount:** \$10,000

**City In-Kind Match:** \$3,345 - Funds are appropriated in the Fire Department's 1990-91 budget.

**Source of Grant:** Federal Emergency Management Agency (FEMA)

**Term of the Project:** July 1, 1990 through June 30, 1991

**Project:** Immediate Post-Disaster Public Information Program for Non-English Speaking Populations in San Francisco

**Project Description:** The proposed Federal grant would be used to fund the first year of a new two-year project designed to provide immediate information to non-English speaking populations in San Francisco, in the event of a natural or man-made disaster. The proposed project would be administered by the Fire Department's Office of Emergency Services. The Mayor's Office of Public Safety would be responsible for administering and monitoring the grant funds. The primary objective of the proposed project, as outlined in the project proposal, would be to organize and train small groups (specific numbers have not as yet been determined) of bilingual volunteers who would go to specific non-English speaking neighborhood population centers immediately after an earthquake or other disaster for the purpose of notifying the population of what actions should be taken. The proposed project would target 10 geographic population centers in the City, involving the following 10 languages: Spanish, Cantonese, Mandarin, Korean, Vietnamese, Cambodian, Lao, Hmong, Samoan and Tagalog.

The project volunteers would be equipped with megaphones and would disseminate information by speaking in the language commonly used by the particular neighborhood population. The volunteers would be linked to neighborhood earthquake preparedness groups. They would acquire

BOARD OF SUPERVISORS  
BUDGET ANALYST



disaster related information through the Emergency Broadcast System, amateur radio sources and the general media. Specific areas of information that would be disseminated by the volunteers would include reminding the population of general safety precautions, providing status reports on the overall aspects of the disaster, and advising the population concerning any evacuation orders and/or where to report for shelter and assistance if needed. The project volunteers would also provide a mechanism for feed-back from the target populations during the recovery period following a disaster as well as provide a translator for shelters and assistance centers.

Project Budget:	Project Coordinator	\$3,345
	Student Intern	2,000
	Travel	100
	Equipment (25 megaphones)	5,625
	Supplies and Printing	1,799
	Indirect Costs	<u>476</u>
	Total Project	\$13,345

**Comments:**

1. Mr. John Sucich of the Fire Department reports that the Department had approximately one-week, from the time the Department heard about the proposed Federal grant, to submit the program proposal for the FEMA funds. The proposal was due July 13, 1990, and has already been submitted.

2. Mr. Sucich advises that it is the Fire Department's intent to submit a proposal to FEMA for a second year of funding for this two-year project for FY 1991-92. The proportion of FEMA funds to local matching funds would be the same for the second year. According to Mr. Sucich the Department anticipates that the project would be fully operational at the end of the two-year period. Mr. Sucich advises that once the project is fully operational, the Department would absorb the ongoing cost to administer the project, which the Department believes would be minimal.

3. Attached is the Fire Department's "Summary of Grant Request" prepared by the Fire Department for this Federal grant.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item No. \_\_\_\_\_

## Fire Department- Summary of Grant Request

Rev. 4/10/90

Grantor Federal Emergency Management Agency  
 Contact Person H. Robert Weiss  
 Address 500 "C" Street S.W. Room 726  
Washington, D. C. 20472  
 Amount Requested \$ 10,000  
 Term: From July 1, 1990 To June 30, 1991

Division Office of Emergency Services  
 Section \_\_\_\_\_  
 Contact Person John Sucich  
 Telephone 554-6164  
 Application Deadline July 13, 1990  
 Notification Expected \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$ 10,000 from the period of July 1, 1990 to June 30, 1991 to provide \_\_\_\_\_ services.

**II. Summary:** (Context/history; need addressed; number + groups served; services and providers)

The proposed Federal grant would be used to fund the first year of a new project designed to provide immediate information to non-English speaking populations in San Francisco; in the event of a natural or man-made disaster.

**III. Outcomes/Objectives:**

Primary objectives include-organizing and training small groups of bilingual volunteers who would go to specific non-English speaking neighborhood population centers immediately after an earthquake or other disaster for the purpose of notifying the population of what actions continued on attached sheet

**IV. Effects of Reduction or Termination of These Funds:**

If Federal funds are reduced or terminated, the Fire Department would have to cancel or reduce the scope of the project until such time as additional funding could be acquired.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	\$10,000			
Personnel			2,000		\$3,345	
Equipment			5,625			
*Contract Svc.						
Mat. & Supp.			1,799			
Facilities/Space						
Other			100			
Indirect Costs			476			

**VI. Data Processing**

(costs included above)

**VII. Personnel**

F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

General Fund

Will grant funded employees be retained after this grant terminates? If so, How?

N/A

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exception Form)



III. Outcomes/Objectives: (Continued)

should be taken. The proposed project would target 10 geographic population centers in the City, involving the following 10 languages: Spanish, Cantonese, Mandarin, Korean, Vietnamese, Cambodian, Lao, Hmong, Samoan and Tagalog.

Item 1e - File 79-90-3

- Department:** Mayor's Office of Community Development (MOCD)
- Item:** Resolution approving the transfer of \$12,200 from the 1990 Community Development Program Contingencies budget to the Public Services Activities budget in order to complete the allocation to OMI Pilgrim Community Center, Inc.
- Description:** Although MOCD did not include any funding for OMI Pilgrim Community Center, Inc. (OMI) in the 1990 (calendar year) Community Development Block Grant (CDBG) budget as submitted to the Board of Supervisors for approval, the Board of Supervisors added a provision to the 1990 CDBG budget to allocate \$30,000 to OMI for 1990. Funding for this allocation was to come from 1989 CDBG budget allocations to OMI that would not be used in 1989 and would be carried over to 1990. The amount of such carryover funds could not be estimated at that time.
- After finally closing out the 1989 CDBG budget, MOCD has determined that the OMI carryover funds total \$17,800 or \$12,200 short of the \$30,000 allocated to OMI for 1990 by the Board of Supervisors (\$30,000 less \$17,800 equals \$12,200). Therefore, MOCD must transfer \$12,200 from the 1990 CDBG budget for Contingencies to OMI. The proposed resolution would approve the transfer of \$12,200 in the 1990 CDBG budget from Contingencies to OMI, such transfer being designated as Addendum Number One to the 1990 Community Development Program.
- Comment:** Mr. Larry Del Carlo, Director of MOCD, reports that the current balance in the Community Development Program Contingencies account for 1990 is \$321,905. Approval of the proposed \$12,200 transfer from the Contingencies account to OMI would result in a fund balance of \$309,705 in the Community Development Program Contingencies budget.
- Recommendation:** Approve the proposed resolution.



Item 1f - File 146-90-50

**Department:** Department of Public Health (DPH)  
Division of Mental Health, Substance Abuse and Forensic Services

**Item:** Resolution to apply for, accept and expend a continuation grant.

**Amount:** \$100,000

**Source of Funds:** State Department of Mental Health

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** AIDS Day Treatment Services

**Description:** The proposed grant would fund the third year of a day treatment program to provide psychological, social and medical support services to approximately 35 individuals infected with Human Immunodeficiency Virus (HIV) or diagnosed with AIDS and experiencing central nervous system dysfunction or dementia (brain disorder). The day treatment services would be provided through a contract with Continuum/HIV Day Services, a local non-profit organization that is currently providing these AIDS day treatment services.

**Project Budget:**

Contractual Services:		
Personnel	\$53,647	
Operating Expenses	65,049	
Contractor's Indirect Cost	<u>17,804</u>	
Total		\$136,500
City's Indirect Cost		<u>\$2,000</u>
Total Project Budget		\$138,500
Less Local Grant Match		<u>38,500</u>
Total Proposed Grant		\$100,000

**Indirect Costs:** 2% of total grant.

**Required Match:** None.

**Comments:**

1. According to Ms. Linda Wang of the DPH, the proposed project budget of \$138,500 includes the proposed grant amount of \$100,000 plus an additional \$38,500 to be contributed by the San Francisco Aids Office through a Federal Health Resources and Services Administration (HRSA) Grant.
2. Ms. Wang reports that the \$17,804 Contractor's Indirect Cost includes a small portion of an Accountant's and a Supervisor's salaries. Ms. Wang stated that DPH's policy is to allow up to 17 percent for contractor's indirect cost. The \$17,804 is 13 percent of the total contract budget.
3. Ms. Wang reports that DPH does not expect the State budget cuts to affect this grant funding.
4. The DPH has prepared a Summary of Grant Request which is attached.

**Recommendation:** Approve the proposed resolution.

Item No.                      Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Department of Mental Health  
 Contact Person Peri Rodgers  
 Address 1600 ninth Street, Room 100  
Sacramento, CA 95814

Division DMSF  
 Section Adult Community Services  
 Contact Person Linda Wang  
 Telephone (415) 255-3420

Amount Requested \$ 100,000Application Deadline August 1, 1990Term: From 7/01/90 To 6/30/91Notification Expected 9/01/90

Health Commission                      Board of Supervisors: Finance Committee                       
                     Full Board                     

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 100,000 from the period of 7/01/90 to 6/30/91  
 to provide AIDS DAY CARE SERVICES services.

II. Summary: (Concise history; need addressed; number + groups served; services and providers)

Up to 35 adults will receive day care services Monday-Friday who are infected  
with HIV or diagnosed with AIDS or ARC. They may also experience central  
nervous system dysfunction or dementia.

III. Outcomes/Objectives:

1) Reduced need for home care and outpatient mental health care, 2) Increase  
in independent skills, 3) Caregivers will receive information, support,  
respite.

IV. Effects of Reduction or Termination of These Funds:

Adult day care services will not be provided to individuals infected with HIV  
or diagnosed with AIDS or ARC who live in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$100,000	\$100,000	\$100,000			
Personnel						
Equipment						
* Contract Svc.	98,000	98,000	98,000			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs	\$ 2,000	\$ 2,000	\$ 2,000		-0-	

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual	6	6	6	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

Grand funded employees will be retained if other sources of funding can be located.

\*VIII. Contractual Services: Open Bid                      Sole Source X (if sole source, attach Request for Exemption Form)





Item 1g - File 101-89-128.1

**Department:** Department of Public Health (DPH)

**Proposed Action:** Release of reserved funds previously approved for computer equipment for the Proposition 99 - Tobacco Tax Health Education Program. The funds were reserved pending approval of the Electronic Information Processing Steering Committee (EIPSC).

**Amount:** \$14,606

**Source of Funds:** Proposition 99 - Tobacco Tax monies

**Description:** On June 11, 1990, the Board of Supervisors approved an ordinance (File 101-89-128) appropriating \$33,613 for the Tobacco Tax Health Education Program and placing \$15,467 for computer equipment on reserve pending EIPSC approval. The DPH has received EIPSC approval for computer equipment totalling \$14,606 and is now requesting a release of these funds for the following:

<u>Qty</u>	<u>Description</u>	<u>Amount</u>
3	Compaq 386SX (@ \$3,050 each) 4MB of memory, 40 MB hard drive and controller, VGA color monitor and controller, serial and parallel ports, clock and Compaq DOS. Assembled and tested.	\$9,150
1	Brothers laser printer with cable	1,700
1	Printer sharing switch and card	385
3	Cables and connectors	360
1	Hayes compatible 2400 baud internal modem	250
2	Multimate 4.0 word processing	544
2	Lotus 1-2-3 version 2.2	670
1	Cross Talk communications software	245
1	Harvard Graphics	315
	Sales Tax (@ 7.25 percent)	<u>987</u>
	Total	\$14,606

**Comment:** EIPSC estimates that the annual maintenance costs for the computer equipment would be approximately \$1,300 annually. Ms. Alyonik Hrushow of the DPH reports that the maintenance costs are included in the DPH's FY 1990-91 budget.

**Recommendation:** Release the reserved funds in the amount of \$14,606.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 1h - File 68-90-14

**Department:** Mayor's Office

**Item:** Resolution authorizing the Office of the Mayor to accept and expend private grant funds.

**Amount:** \$77,991

**Source of Funds:** Various private foundations

**Term:** November 11, 1990 through March 16, 1991

**Project:** The Mayor's Interfaith Task Force on the Homeless and the 1990-91 Interfaith Emergency Winter Shelter Program.

**Project Description:** The Mayor's Interfaith Task Force on the Homeless is comprised of representatives of various religious denominations and social service organizations. The Interfaith Task Force was established in Fiscal Year 1989-90. It directly coordinates funding sources and provides staffing for the Interfaith Emergency Winter Shelter Program.

The Interfaith Emergency Winter Shelter Program seeks to coordinate private, non-profit and religious community efforts to supplement the City's Emergency Shelter services during the winter months. The proposed Program would provide shelter and meals for up to 180 men at two rotating shelter sites. The rotating shelter sites would include churches and community agency facilities. The Emergency Winter Shelter Program would operate from November 11, 1990 through March 16, 1991 for a total of 18 weeks.

Individuals would be referred to the Winter Shelter Program from the City's two new 24-hour multi-service centers.

Memo to Finance Committee  
August 8, 1990

**Project Budget:**

<u>Personnel</u>	<u>FTE</u>	<u>Foundations</u>	<u>City</u>	<u>Non-Profit</u>
Program Coordinator	.75	21,751		
1 Van Driver	.33	2,975		
Fringe Benefits for Program Coordinator and Van Driver		11,246		
2 Shelter Supervisors	.33	17,850		
3 Shelter Assistants	.33	15,470		
Program Supervisor	.1		4,000	
Fringe Benefits @ 19%			1,160	
Volunteers-10/night shift and 5/morning shift for a total of 6,000 hours @ \$5/hr				30,000
<b>Total Personnel</b>	<u>1.84</u>	<u>\$69,292</u>	<u>\$5,160</u> (in-kind)	<u>\$30,000</u> (in-kind)

**Operating Costs**

Food				34,560
Utilities, maintenance and other misc. costs incurred at shelter sites				7,800
Loss of potential rental income to participating congregations				10,400
Office of Emergency Services				
200 Cots			3,400	
400 Blankets			1,600	
Public Health Dept.			32,400	

**BOARD OF SUPERVISORS**  
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<u>Operating Costs (cont.)</u>	<u>FTE</u>	<u>Foundations</u>	<u>City</u>	<u>Non-Profit</u>
Bureau of Building Inspection-Building Inspectors to certify each site			2,808	
Fire Dept. Fire Inspectors to certify each site			2,808	
Department of Social Services				
Office Support				
Rent-includes utilities and maintenance			2,500	
Office furniture			400	
Telephone			700	
Postage			700	
Photocopying			800	
Fuel and maintenance for 2 vans			2,102	
<b>Total Operating Costs</b>			<u>\$50,218</u> (in-kind)	<u>\$52,760</u>
<b>Total Personnel &amp; Operating Cost</b>	<u>\$69,292</u>		<u>\$55,378</u> (in-kind)	<u>\$82,760</u> (\$30,000 in-kind)
<b>Estimated Total Program Cost</b>				<b>\$207,430</b>

**Comments:**

1. The Emergency Interfaith Winter Shelter Program is designed to combine efforts from private foundations, the City and non-profit agencies. The total Program cost of \$207,430 is comprised of \$69,292 in proposed foundation grants, which is the subject of the proposed resolution, \$55,378 of in-kind contributions by the City and \$82,760 provided by approximately 84 churches and synagogues, of which \$30,000 would be in-kind contributions.

2. The proposed resolution is to accept and expend private foundation grant funds for \$77,991. However, as indicated above, the project budget only includes \$69,292 of private foundation grant funds, a reduction of \$8,699. The reduction of funds is because originally funds were appropriated for a full year Project Coordinator salary. Because the Mayor has not committed to renewing the plan in Fiscal Year 1991-92, the Project Coordinator's services will only be needed for nine rather than 12 months

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

(September 1990 through May 1991). Therefore, the amount required from private foundation funds should be reduced from \$77,991 to \$69,292.

3. Ms. Maggie Donahue of the Mayor's Office, reports that the Controller's Office has proposed that all contributions to the Interfaith Emergency Winter Shelter Program be placed in a special "Gift Fund" account in the Mayor's Office. Expenditures from this account would be for the Winter Shelter Program only. All payment for goods and services would be provided through monthly invoices. However, the Controller's Office has not yet confirmed this report.

4. According to Ms. Donahue, all of the proposed personnel would be hired on a contractual basis with the exception of the Program Supervisor. The Program Supervisor, who would work on the project for two months in addition to her other duties, is an existing member of the Mayor's Staff.

5. Ms. Donahue reports that a separate resolution to request authority to apply for funds was submitted to the Board of Supervisors for immediate adoption on August 6, 1990. Thus, the proposed resolution does not include an "apply for" clause. The Task Force has submitted a written proposal to various foundations applying for financial support for this Program. The list of foundations is as follows: Levi Strauss Foundation, Pacific Telesis Foundation, McKesson Foundation, Transamerica Foundation, Swig Foundation, Wallace Alexander Gerbode Foundation, San Francisco Foundation, Evelyn and Walter Haas, Jr., Fund, and the S.H. Cowell Foundation. As of the writing of this report, Ms. Maggie Donahue of the Mayor's Office reports that there has been no response from these foundations.

6. The City's in-kind contribution of \$55,378 constitutes goods and services from the following departments: Office of Emergency Services (\$5,000), Public Health Department (\$32,400), Bureau of Building Inspection (\$2,808), Fire Department (\$2,808), and the Department of Social Services (\$7,202). Ms. Donahue reports that these in-kind contributions should not require supplemental budget appropriations for the contributing departments, however, confirmation of such available funds from each of these departments was not available as of the writing of this report. All budgetary figures provided are estimates based on actual Fiscal Year 1989-90 figures.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

7. According to Ms. Donahue, if the Task Force does not receive the proposed foundation grant and anticipated non-profit contributions, then the scope of the proposed Program would be reduced or eliminated. Ms. Donahue also reports that there may be a need to change the proposed grant to enable the grant funds to be provided directly to a non-profit provider rather than through the Mayor's Office. Ms. Donahue therefore requests that the proposed resolution be continued.

**Recommendations:**

1. Amend the proposed resolution to reduce the private foundation grant funds from \$77,991 to \$69,292 to reflect the current project budget.
2. Continue the proposed resolution pending receipt of additional budget, staffing and funding information.



Item No. \_\_\_\_\_

Date: 7/10/90

Grantor More than 1 Foundation  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_

Division Mayor's Office  
 Section \_\_\_\_\_  
 Contact Person Maggie Donahue  
 Telephone 554-6134

Amount Requested \$169,292 total budgetApplication Deadline August deadlinesTerm: From Sept. 1990 To May 1990Notification Expected September + October

Health Commission \_\_\_\_\_

Board of Supervisors \_\_\_\_\_

Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

**I. Item Description:**

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 grant in the amount of \$169,292 from the period of Sept. 1990 to May 1990  
 to provide emergency winter shelter services.

**II. Summary:** (Concise, factual, and brief summary of project, purpose, and objectives)

The Mayor's Interagency Task Force on Homelessness was first convened in January, 1989 by the Mayor of S.F. who asked the religious community to supplement the City's emergency shelter capacity during the cold & rainy months. With a \$25,000 grant from the Koert Foundation, the 1989-90 Interagency Shelter Program provided 20,000 shelter (bed nights) & served over 30,000 meals. Last winter from Oct. 29, 1989 to March 31, 1990.

**III. Outcomes/Objectives:**

Provide shelter & meals for up to 180 men at up to two rotating shelter sites every night from November 11, 1990 to March 16, 1991. Coordinate resources & volunteers at congregational level to support homeless families and to develop appropriate housing and an education & advocacy program.

**IV. Effects of Reduction or Termination of These Funds:****V. Financial Information:**

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year Orig.	Proposed	Change		
Grant Amount		<u>\$</u>	<u>\$169,292</u>			
Personnel			<u>\$169,292</u>			
Equipment			<u>In-kind</u>			
*Contract Svc.			<u>In-kind</u>			
Mat. & Supp.			<u>In-kind</u>			
Facilities/Space						
Other						
Indirect Costs						

**VI. Data Processing**

(same included above)

**VII. Personnel**

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

No.**\*VIII. Contractual Services: Open Bid**

Sole Source

(If sole source, attach Request for Description Form)

Item 1i - File 100-90-1.1

**Department:** Public Utilities Commission, Water Department

**Item:** Request to release \$150,000 reserved by the Finance Committee's 1990-91 budget recommendations

**Description:** In the PUC's 1990-91 budget, the Finance Committee recommended a reserve of \$225,000 of the Water Department's Resource Planning Project pending the provision of additional contractual information. Of the \$225,000 placed on reserve, the PUC requests that \$150,000 be released from reserve by the Finance Committee, because the required contractual information is now available.

The PUC had requested \$150,000 in its 1990-91 budget to contract with a consultant to prepare a report on the feasibility and public acceptability of wastewater reclamation, water conservation, desalination, and groundwater use in the San Francisco Water Department service area (also known as the Supplemental Water Supply Study). The PUC has recently completed contract negotiations with the firm of CH2M Hill to provide the necessary consulting services. The negotiated contract amount is \$130,000.

The PUC has allocated the remaining \$20,000 for any possible extra printing costs associated with the project, and for contingency purposes, in case the scope of the contract needs to be modified.

The Civil Service Commission approved the proposed contract at its meeting of June 18, 1990.

According to documents submitted to the Human Rights Commission by CH2M Hill, four subcontractors will be used during the course of the project. The following table shows the allocation of the contract funds to CH2M Hill and the four subcontractors:

<u>Contractor</u>	<u>MBE/WBE/LBE Status</u>	<u>Contract Allocation</u>	<u>Percent of Contract</u>
CH2M Hill	none	\$77,000	59%
Public Affairs Management	WBE	40,000	31%
E.M. Rose Associates	MBE	5,000	4%
Creative Marketing Alternatives	MBE	5,000	4%
Copy Factory	MBE	<u>3,000</u>	<u>2%</u>
TOTAL		\$130,000	100%

BOARD OF SUPERVISORS  
BUDGET ANALYST

As indicated on the attachment, the proposed rates for the contractor and subcontractors range from \$45 to \$129.75 per hour for a total of 1,568 hours.

**Comments:**

1. The PUC has allocated the remaining \$20,000 as a contingency in case the scope of the contract needs to be modified, and for potential printing costs. The PUC's Finance Department has not determined the likelihood of these costs and does not know whether it will actually need the funds. The proposed contract also specifies that all printing costs are the responsibility of the contractor. Therefore the \$20,000 should not be released.
2. The balance of the \$225,000 recommended reserve consisting of \$75,000 (\$225,000 less \$150,000) for a systems operations study would remain on reserve pending further contractual information to be provided by the PUC.

**Recommendation:** Reduce the proposed request for release of reserve by \$20,000 from \$150,000 to \$130,000 and approve release of reserve in the amount of \$130,000 to allow the PUC to enter into the proposed contract with CH2M Hill. Continue to reserve the \$20,000 not yet justified.

# Exhibit C

## Supplemental Water Supply Study

### Schedule of Professional Service Rates

Name	Job Title	Hourly Rate	Hours
Ted Way	Project Manager	\$129.75	148
Charles Gardiner	Community Relations Planner	61.25	308
Mike Price	Senior Engineer	85.50	124
Kim Ries	Hydrogeologist	74.25	124
Janet Senior	Planner	61.25	116
Ann Millican	Senior Planner	85.50	24
Kay Wilson	Principal	95.00	100
Bonnie Nixon	Community Relations Specialist	55.00	314
PAM Support Staff	Support Staff	45.00	250
Ed Rose	Principal	123.00	36
Dan Weaber	Planner	55.00	24
Total Hours			1568



Item 2 - File 114-90-4

**Note:** This item was continued from the Finance Committee's meeting of July 25, 1990.

**Department:** Department of Public Works (DPW), Bureau of Building Inspection

**Item:** Ordinance amending Part II, Chapter I of the San Francisco Municipal Code (Building Code) by amending Section 332.3 thereof, to modify the amount of the investigation fee for performing work without a permit.

**Description:** The proposed ordinance would change the method of calculating the penalty resulting from performing construction work without a permit. The proposed change would require that penalties for work without a permit be assessed at a rate equal to nine times the applicable fee, plus the value of the original permit fee.

Currently, Building Code violators are assessed a flat penalty of:

- \$2,150 if the value of the construction is less than or equal to \$10,000;
- \$4,300 if the value of the construction is more than \$10,000 but not more than \$20,000; and
- \$5,375 if the value of the construction is greater than \$20,000.

Electrical, Plumbing, and Mechanical Code violators are currently assessed penalties equal to nine times the applicable fee, up to a maximum of \$5,375, plus the original permit fee.

The proposed ordinance would eliminate the flat penalty schedule for Building Code violations and the maximum penalty of \$5,375 for Electrical, Plumbing, and Mechanical Code violations. Instead, all code violations would be subject to a penalty equivalent to nine times the applicable fees, plus the original permit fees.



**Comments:**

1. Mr. Frank Chiu of the Bureau of Building Inspection reports that the Building and Construction Codes once provided for penalties identical to that proposed in this legislation. The current provisions were adopted in 1989. However, under the current provisions of the Building Code, the flat penalty schedule inequitably penalizes violators with small valued construction projects relatively more than violators with larger valued construction projects. For example, a project requiring permits and valued at \$2,000 could be assessed a penalty of \$2,150 while a larger project valued at \$10,000 would be assessed the same penalty. Mr. Chiu added that because of the inequities in the current penalty schedule, permit appeals filed by homeowners and construction contractors have increased, and in many cases, the Board of Permit Appeals has waived the existing penalties and reassessed a less stringent penalty of two times the applicable construction and permit fees.

2. Mr. Jim Hutchinson of the Bureau of Building Inspection reports that estimates of revenues collected under the current penalty provisions, and estimates of the potential revenues under the proposed penalty provisions cannot be determined, since the amount of penalty revenues collected depends on the number of violations found and abated. The Bureau does not presently track the number of violations and corresponding penalties paid.

3. Item 3 (File 114-90-6) of this report would retain the flat rate penalty fee structure but would increase the current flat rate penalty fees by five percent. Approval of this legislation (File 114-90-4), which would eliminate the flat rate penalty structure, would require that the proposed legislation in Item 3 (File 114-90-6) to increase permit fees be amended to conform with this legislation's proposed modifications.

4. Ms. Judith Boyajian of the City Attorney's Office reports that an amendment of the whole is being submitted to correct clerical errors and omissions. These corrections are insignificant and would not affect the financial impact of the proposed ordinance.

**Recommendation:** Approval of the proposed ordinance is a policy decision for the Board of Supervisors. If the Board of Supervisors wishes to approve the proposed ordinance, approve the amendment of the whole as submitted by the City Attorney.



Item 3 - File 114-90-6

**Note:** This item was continued by the Finance Committee at its meeting of July 25, 1990.

**Department:** Public Works, Bureau of Building Inspection

**Item:** Ordinance amending Part I, Chapter 3, Sections 323, 330, 331, 332, and 333 of the San Francisco Municipal Code (Building Code) to increase various Department of Public Works Bureau of Building Inspection (BBI) fees.

**Purpose:** To increase fees relating to new construction, qualifying alterations, and related activities in order to fully recover costs of the Department of Public Works Bureau of Building Inspection related to the issuance of permits.

**Description:** The proposed ordinance would amend various sections of the San Francisco Municipal Code relating to fee increases in the Department of Public Works, Bureau of Building Inspection (BBI). BBI fees were last increased in May of 1989. BBI proposes to increase its fees by an average of 4.75 percent (Please refer to attachment for summary of proposed fee increases.). This proposed increase is intended to offset salary standardization for BBI personnel.

Under the proposed ordinance, Section 330.1 would be amended to increase various building permit fees as shown on page 1 of the attachment. Building permit fees represent the largest single source of revenues for BBI. The increases for these fees would range from 4.62 percent to 13.54 percent. The proposed fee increases would affect all building and alteration permits. In addition, the following miscellaneous permit fees would be increased under Section 330.1 (percentages and fee levels summarized in attachment):

- Sign Permits and Fees
- Demolition of Buildings
- Temporary Bleachers and Reviewing Stands
- Chimney, Flue Permits and Fees
- Garage Door Permits and Fees
- Re-roofing
- Sub-sidewalk Construction, Use and Deposits

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

All electrical permit fees would increase under the proposed amendments to Section 330.1. The increases for the electrical fees would range from 2.27 percent to 25 percent. Electrical fee increases are summarized on pages 1 through 3 of the attachment.

BBI also proposes to increase plumbing permit fees (Section 330.3) and apartment and hotels licensing fees (Section 333.1). Plumbing permit fee increases would range from 4.17 percent to 6.25 percent (See page 4 of attachment), while apartment and hotels licensing fees would be increased by approximately five percent (See page 7 of attachment).

Other proposed fee increases include (amended Sections and attachment page numbers in parenthesis):

- Permit application and plan review fees (Section 331, pages 4-5)
- Public notification and record keeping fees (Section 332, page 5)
- Public records reproduction fees (Section 332.1, pages 5-6)
- Fees for inspections, surveys, and reports (Section 332.2, page 6)
- Penalties and code enforcement assessments (Section 332.3, page 6)
- Hotel Conversion Ordinance fees (Section 333.2, pages 7-8)
- Energy Conservation fees (Section 333.3, page 8)

The proposed ordinance would also amend Section 332.4 to increase the amount deducted for BBI application processing costs from permit fees refunded to applicants by approximately five percent (See page 7 of attachment).

**Comments:**

1. The proposed fee schedules were prepared by BBI with the objective of increasing total estimated fee revenues by an overall average of 4.75 percent, or an estimated \$840,000, annually. Individual fees were rounded to the nearest quarter, half, or whole dollar to facilitate computations.

2. Actual and estimated revenues and costs of BBI operations for FY 1988-89, FY 1989-90, and FY 1990-91 are summarized below:

<b>Comparison of BBI Revenues With Expenditures</b>			
	<b>1988-89 Actual Based <u>on Existing fees</u></b>	<b>1989-90 Estimated Based <u>on Existing fees</u></b>	<b>1990-91 Estimated Based on Proposed <u>Fee increases</u></b>
BBI Fee Revenues	<u>\$13,570,023</u>	<u>\$15,994,897 *</u>	<u>\$18,049,662 *†</u>
BBI Permit Processing Costs	\$7,569,309	\$9,930,082	\$15,017,028
Bureau overhead	2,430,101	2,891,306	2,232,611
Department overhead	742,340	789,990	1,308,793
Citywide overhead	<u>736,551</u>	<u>529,254</u>	<u>651,802</u>
Subtotal, costs	<u>\$11,478,301</u>	<u>\$14,140,632 *</u>	<u>\$19,210,234 *</u>
Excess of BBI Fee Revenues Over Permit Processing Costs (projected shortfall)	\$2,091,722	\$1,854,265	\$(1,160,572)

\* Estimates based on Controller's revenue and expenditure reports and the 1990-91 budget as approved by the Board of Supervisors.

† The proposed fee increase accounts for approximately \$840,000 of the estimated increase in revenues from FY 1989-90 to FY 1990-91. The remainder of the increase in revenues consists of expected increases in fee revenues due to increases in BBI workloads and expected increases in interest revenues.

As the table presents, the estimated revenues for FY 1990-91, which take into account these proposed fee increases, will not cover BBI's estimated costs as budgeted for FY 1990-91. Mr. Donald McConlogue of BBI advises that, if BBI meets its expenditure projections for 1990-91, the Bureau would draw upon the operating reserves accumulated in FY 1988-89 (\$2,091,722) and FY 1989-90 (\$1,854,265) to cover the expected \$1,160,572 shortfall for FY 1990-91.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. If the the proposed ordinance is approved, the fee increases would become effective 30 days after the Mayor signs the ordinance. At the minimum, the fee increases would not become effective before September 20, 1990. Mr. McConlogue reports that the Bureau estimated its revenues for FY 1990-91 with the assumption that the fee increases would become effective July 1, 1990, and he estimates that if the fee increases become effective after September 20, 1990, the earliest possible date, the Bureau will not achieve its FY 1990-91 revenue projection of \$18,049,662 by approximately \$187,000, resulting in a total projected shortfall of \$1,347,572.

4. Item 2 (File 114-90-4) on this calendar is a proposed ordinance that would modify the method of calculating the penalty assessed for performing construction work without a permit. The proposed ordinance to increase permit fees, which is the subject of this report, would increase penalties using the current calculation method (Refer to Section 332.3, page 6 of attachment.). Therefore, approval of Item 2 (File 114-90-4) by the Board would require that this proposed ordinance (File 114-90-6) to increase BBI permit fees be amended in order to conform with the proposed modifications for calculating penalties.

5. The Board of Supervisors approved legislation in July of 1988 establishing a Building Inspection Special Revenue Fund in which permit fees are deposited. As such, these permit fees can only be used to recover the costs of BBI. As stated above, the proposed fee increases are intended to recover increased costs of salary standardization for BBI personnel that the current fees do not recover. Furthermore, since 1988-89, BBI has accumulated approximately \$3.9 million in operating reserves. BBI classifies these funds as working capital and uses the monies for projects related to BBI services or to complete permit processing or inspections for which fees were previously paid. To the extent that BBI is expected to incur costs in excess of estimated revenues in FY 1990-91, BBI would use these operating reserves to offset any projected shortfall, as well as to use these reserves to complete work previously paid for in 1988-89 and 1989-90.

6. Ms. Judith Boyajian of the City Attorney's Office reports that an amendment of the whole is being submitted to correct clerical errors and omissions. These corrections are insignificant and would not affect the financial impact of the proposed ordinance.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

- Recommendations:**
1. Should the Board of Supervisors approve Item 2, File 114-90-4 of this report, amend the proposed ordinance (File 114-90-6) to conform with Item 2, File 114-90-4.
  2. As noted in Comment 5, the proposed fee increases are intended to recover the increased costs from salary standardization. In accordance with the previous policy of the Board of Supervisors to increase fees in order to recover the costs of BBI and to maintain such fees in a previously approved special fund, we recommend approval of the proposed ordinance (as amended if Item 2, File 114-90-4, is approved) and incorporation of the amendment of the whole as submitted by the City Attorney to enable BBI to implement the proposed fee increases.

Section/ Fee type/ Fee level	Baseline Fees		%
	Current	Proposed	Chg
Section 330.1			
Building Permit Fees			
	\$1.00-\$500	\$16.25	\$17.00 4.62%
	501-2,000	\$16.25	\$17.00 4.62%
	2,001-25,000	\$48.00	\$54.50 13.54%
	25,001-50,000	\$271.00	\$290.25 7.10%
	50,001-100,000	\$446.00	\$471.50 5.72%
	100,001-500,000	\$687.00	\$721.50 5.02%
	500,001-1,000,000	\$2,192.00	\$2,321.50 5.91%
	1,000,000 and up	\$3,805.00	\$4,071.50 7.00%
Alteration Permit Fees			
	100,001 and up	\$894.00	\$938.00 4.92%
Sign Permit fees			
Minimum		\$17.75	\$18.75 5.63%
Electric & non-elect			
	51-100 sq ft	\$17.75	\$18.75 5.63%
	101-200 sq ft	\$28.00	\$30.00 7.14%
	201-400 sq ft	\$41.00	\$43.75 6.71%
	Over 400 sq ft	\$54.00	\$56.75 5.09%
Ground Signs			
	Up to 100 sq ft	\$17.75	\$18.75 5.63%
	101-600 sq ft	\$17.75	\$18.75 5.63%
	Over 600 sq ft	\$82.00	\$87.50 6.71%
Bleacher permit fees			
Temporary	0-1,000 seats	\$17.25	\$18.00 4.35%
	each additional 1,000 seats	\$8.50	\$9.00 5.88%
Chimney and Flue fees			
	Each Chimney or flue	\$11.75	\$12.50 6.38%
Demolition Permit fees			
Construction Type			
	All type IIs	\$23.50	\$24.75 5.32%
	Other types	\$35.50	\$37.25 4.93%
Garage Door Permits			
	Each Garage door	\$8.50	\$9.00 5.88%
House Moving Investigation and Permit Fee			
	Investigation	\$45.00	\$47.25 5.00%
	Permit	\$52.00	\$54.50 4.81%
Recordation Charges			
	Minimum	\$1.00	\$1.25 25.00%
Re-roofing permits			
		\$54.00	\$56.75 5.09%
Sub-Sidewalk Construction and use Permit fee			
	Use Permit: each	\$21.50	\$22.50 4.65%
	Street space deposit	\$32.50	\$34.25 5.38%
Electrical Permit Fees-Schedule A			
	Filing Fee	\$22.00	\$22.50 2.27%



Section/ Fee type/ Fee level		Current	Proposed	% Chg
Service Fee				
	0-100 amps	\$54.00	\$56.75	5.09%
Each additional amp	over 100 amps	\$0.10	\$0.10	0.00%
Circuit Fees				
0-30 amp circuits:				
	0-50 circuits	\$11.00	\$11.50	4.55%
	over 50 circuits	\$5.50	\$5.75	4.55%
31-60 amp circuits		\$13.00	\$13.75	5.77%
61-100 amp circuits		\$17.00	\$18.00	5.88%
Over 100 amp circuits		\$17.00	\$18.00	5.88%
Existing building work				
	Filing Fee	\$21.50	\$22.50	4.65%
	1-5 openings*	\$18.75	\$19.75	5.33%
	6-10 openings	\$37.50	\$39.50	5.33%
	11-15 openings	\$47.00	\$49.50	5.32%
	16-20 openings	\$66.00	\$69.25	4.92%
	21-25 openings	\$75.00	\$78.75	5.00%
	26-30 openings	\$85.00	\$89.25	5.00%
	31-35 openings	\$94.00	\$98.75	5.05%
	36-40 openings	\$103.00	\$108.25	5.10%
	41-45 openings	\$113.00	\$118.75	5.09%
	46-50 openings	\$122.00	\$128.00	4.92%
	51-60 openings	\$132.00	\$138.00	4.55%
	61-70 openings	\$141.00	\$148.00	4.96%
	71-80 openings	\$151.00	\$158.00	4.64%
	81-90 openings	\$160.00	\$168.00	5.00%
	91-100 openings	\$169.00	\$177.50	5.03%
	over 100 openings	\$1.00	\$1.25	25.00%
* Openings include switches, convenience receptacles, lighting fixtures, fixed appliances, motors, transformers, fire warning and detector devices.				
Electrical Permit fees-Schedule B				
	Filing Fee	\$21.50	\$22.50	4.65%
	Minimum fee	\$21.50	\$22.50	4.65%
	each outlet or switch	\$0.75	\$0.80	6.67%
	each svc up to 100 amps	\$10.75	\$11.25	4.65%
	Each Circuit	\$1.50	\$1.75	16.67%
	Each transformer dimmer	\$0.75	\$0.80	6.67%
Connection of motors and generators				
	0-10 hp	\$1.50	\$1.75	16.67%
	11-50 hp	\$1.75	\$2.00	14.29%
	51-100 hp	\$2.00	\$2.25	12.50%
	ea. hp over 100 hp	\$2.25	\$2.50	11.11%
Electric appliance Installation				
		\$1.50	\$1.75	16.67%
Range outlet connection		\$16.00	\$16.75	4.69%
Dryer outlet connection		\$10.75	\$11.25	4.65%



Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Fixed air heating devices Connection	\$0.75	\$0.80	6.67%
Cold cathode or Fluorescent lighting fixture	\$1.00	\$1.25	25.00%
mercury vapor and similar lighting fixture	\$3.25	\$3.50	7.69%
Incandescent lighting fixture	\$1.00	\$1.25	25.00%
Activated electrical trench headers duct and electrical floor ducts	\$0.45	\$0.45	0.00%
Feeders:			
0-100 amps	\$10.75	\$11.25	4.65%
Underground Installations	\$27.00	\$28.50	5.56%
Fire alarms, pull stations incl outlets	\$4.25	\$4.50	5.88%
Fire alarms, visual and audio devices	\$1.50	\$1.75	16.67%
Fire alarms, detector control panels	\$5.50	\$5.75	4.55%
Fire sprinkler flow alarms	\$6.00	\$6.50	8.33%
Combustion products detectors	\$1.50	\$1.75	16.67%
Electromagnetic hold open	\$1.50	\$1.75	16.67%
Low Energy Circuits			
each device	\$0.55	\$0.60	9.09%
each transformer	\$0.95	\$1.00	5.26%
each outlet	\$0.55	\$0.60	9.09%
Exterior signs			
0-20 lamps	\$17.25	\$18.00	4.35%
Interior Signs	\$10.75	\$11.25	4.65%
Each interior or exterior sign circuit	\$2.25	\$2.50	11.11%
Each Transformer or ballast in excess of 2	\$2.25	\$2.50	11.11%
Sign flasher control Device	\$3.25	\$3.50	7.69%
Plant Owner registration			
Each registration	\$108.00	\$113.50	5.09%
ea electrician regist.	\$5.50	\$6.00	9.09%
late charge	\$5.50	\$6.00	9.09%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Section 330.3			
Plumbing Permit Fees			
Plumbing permits	\$13.00	\$13.75	5.77%
Fixture & waste discharge device	\$11.25	\$11.75	4.44%
sump ejector	\$11.25	\$11.75	4.44%
rainwater leader	\$11.25	\$11.75	4.44%
gas permit	\$13.00	\$13.75	5.77%
gas line, each	\$5.50	\$5.75	4.55%
water heater, each	\$9.75	\$10.25	5.13%
warm air furnace	\$33.50	\$35.25	5.22%
miscellaneous gas appliances	\$9.75	\$10.25	5.13%
gas flues, each	\$12.00	\$12.50	4.17%
Water line permits, 1-4 outlets /line	\$13.00	\$13.75	5.77%
Lawn Sprinklers: each control valve or vacuum breaker	\$8.00	\$8.50	6.25%
Solar panels	\$6.00	\$6.25	4.17%
Fire sprinkler piping removal or alterations	\$10.25	\$10.75	4.88%
Undergrd fire sprinkler piping sys.	\$33.50	\$35.25	5.22%
replace. of fire sprinkler heads 1-10	\$10.25	\$10.75	4.88%
Fire sprinkler piping installation			
1-10 sprinkler heads	\$10.25	\$10.75	4.88%
11-500 sprinkler heads	\$10.25	\$10.75	4.88%
501 or more sprinkler heads	\$152.00	\$159.50	4.93%
Fire sprinkler systems flushing	\$43.00	\$45.25	5.23%
Sewer replacement or repair	\$13.00	\$13.75	5.77%
Side sewer installation or repair	\$33.50	\$35.25	5.22%
Minimum fee for all permits	\$13.00	\$13.75	5.77%
Section 331			
Building Permit Application and Plan Review fees			
Back Check fee	\$45.00	\$47.25	5.00%
Commencement of work not started	\$108.00	\$113.50	5.09%
Electrical Plan Review	\$57.00	\$60.00	5.26%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Expediter Fee	\$20.50	\$21.50	4.88%
Mechanical Plan Review	\$57.00	\$60.00	5.26%
Plan Review under prior code	\$68.00	\$71.50	5.15%
Pre-application plan review	\$108.00	\$113.50	5.09%
Reduced plan review fee, minimum	\$16.25	\$17.00	4.62%
Sign plan review, approved stdzd	\$6.50	\$7.00	7.69%
Site Permit surcharge			
less than \$350,000	\$108.00	\$113.50	5.09%
over \$350,000	\$645.00	\$677.50	5.04%

## Section 332

## Public Notification and Record Keeping Fees

Demolition Notice/Affidavit	\$126.00		
Structural Addition notice	\$13.00	\$13.75	5.77%
Affidavit Record maintenance	\$5.50	\$5.75	4.55%
Posting of notices (change of use)	\$19.25	\$20.25	5.19%
Requested notice of permit issuance	\$27.00	\$28.50	5.56%
30" by 30" sign	\$10.75	\$11.25	4.65%
Notice of demolition permit issuance			
1 area	\$32.50	\$34.25	5.38%
Multiple areas	\$97.00	\$102.25	5.41%
Notification sign	\$10.75		
300 ft notification letters at filing	\$52.00	\$54.50	4.81%
Residential tenant notification	\$29.00	\$30.50	5.17%
300 ft notification letters at issuance	\$38.50	\$40.50	5.19%
Posting of structural addition	\$13.00		
Posting of Substantial alteration	\$5.50		

## Section 332.1

## Reproduction and Dissemination of public information

Certification of copies			
1-10 pages	\$5.50	\$5.75	4.55%
Electrostatic Reproduction			
Minimum charge	\$2.75	\$3.00	9.09%
35mm duplicards from roll film	\$1.00	\$1.25	25.00%
Microfilm Hard Copy prints			
8 1/2" x 11" copy from 16mm film	\$1.00	\$1.25	25.00%
24"x18" copy from 35mm film	\$2.00	\$2.25	12.50%
"half-sized" copy from 35mm film	\$1.25	\$1.50	20.00%
8.5" x 11" copy from 16mm	\$0.65	\$0.75	15.38%
Minimum Microfilm reprod. charge	\$2.75	\$3.00	9.09%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Replacement of approved plans/specs			
Each Sheet of plans	\$3.25	\$3.50	7.69%
Each 50 pages of specs or fraction	\$5.50	\$5.75	4.55%
Section 332.2			
Inspections, Surveys, and Reports			
Report of Residential Records	\$21.50	\$22.50	4.65%
Standard Inspection Fee	\$54.00	\$56.75	5.09%
Survey of non-residential building			
Maximum charge	\$2,150.00	\$2,257.50	5.00%
Survey of Residential Building			
Single Family Dwelling	\$323.00	\$339.25	5.03%
Two Family Dwelling	\$323.00	\$339.25	5.03%
Apartment houses: 3 units	\$376.00	\$394.75	4.99%
Apartment houses: 4-10 units	\$376.00	\$394.75	4.99%
Apartment houses: 11-20 units	\$707.00	\$742.50	5.02%
Apartment Houses: 21-40 units	\$1,062.00	\$1,115.00	4.99%
Apartment houses: over 41 units	\$1,535.00	\$1,611.75	5.00%
Hotels			
1-10 guest rooms	\$409.00	\$429.50	5.01%
11-20 guest rooms	\$409.00	\$429.50	5.01%
21-40 guest rooms	\$581.00	\$610.00	4.99%
Over 41 guest rooms	\$817.00	\$858.00	5.02%
Section 332.3			
Penalties, Hearings, Code Enforcement Assessments			
Abatement Appeals Board filing fee	\$43.00	\$45.25	5.23%
Board of Examiners			
each variance or interp of code	\$75.00	\$78.75	5.00%
each appeal for approval of substitute			
Materials or methods of construction	\$188.00	\$197.50	5.05%
Director's abatement orders, per hr	\$44.00	\$46.25	5.11%
Emergency Order	\$35.50	\$37.25	4.93%
Lien Recordation Charges	\$100.00	\$105.00	5.00%
Work w/o permit: investigation fee			
Building Code Violations:			
\$1-\$10,000	\$2,150.00	\$2,257.50	5.00%
%10,001-20,000	\$4,300.00	\$4,515.00	5.00%
Over \$20,000	\$5,375.00	\$5,643.75	5.00%
Electrical, Plumbing or Mechanical			
Code violations	\$5,375.00	\$5,643.75	5.00%

Section/ Fee type/ Fee level	Baseline Fees		%	
	Current	Proposed	Chg	
Section 332.4				
Refunds				
	Building Permit- amount paid less	\$70.00	\$73.50	5.00%
	Demolition Permit- amount paid less	\$54.00	\$56.75	5.09%
	Electrical Permit- amount paid less	\$54.00	\$56.75	5.09%
	Grading Permit- amount paid less	\$54.00	\$56.75	5.09%
	Plan Review- amount paid less	\$21.50	\$22.50	4.65%
	Plumbing Permit- amount paid less	\$54.00	\$56.75	5.09%
Section 332.5				
Miscellaneous				
	Building numbers, each entrance	\$13.00	\$13.75	5.77%
	Disability access coordinator	\$8.00	\$8.50	6.25%
	Extension of time:			
	Each permit application extension	\$26.00	\$27.25	4.81%
	Product Approvals:			
	initial or reinstatement	\$108.00	\$113.50	5.09%
	modification or revision	\$37.50	\$39.50	5.33%
	renewal (every 2 years)	\$54.00	\$56.75	5.09%
Section 333.1				
Apartment House and Hotel License Fee Schedule				
Apartment Houses (annual basis):				
	Less than 20 rooms	\$88.00	\$92.50	5.11%
	20-29 rooms	\$112.00	\$117.50	4.91%
	30-39 rooms	\$148.00	\$155.50	5.07%
	40-49 rooms	\$196.00	\$205.75	4.97%
	50-59 rooms	\$272.00	\$285.50	4.96%
	60 rooms or over	\$319.00	\$335.00	5.02%
	Change of ownership	\$27.00	\$28.35	5.00%
	Hotels (annual basis):			
	Less than 20 rooms	\$135.00	\$141.75	5.00%
	20-29 rooms	\$159.00	\$167.00	5.03%
	30-39 rooms	\$196.00	\$206.00	5.10%
	40-49 rooms	\$242.00	\$254.00	4.96%
	50-59 rooms	\$317.00	\$333.00	5.05%
	60-69 rooms	\$366.00	\$384.25	4.99%
	100-149 rooms	\$395.00	\$414.75	5.00%
	150 rooms and over	\$444.00	\$466.25	5.01%
	Change of ownership	\$27.00	\$28.50	5.56%
Section 333.2				
Hotel Conversion Ordinance Fee Schedule				
	Annual Unit usage report	\$43.00	\$45.25	5.23%
	Challenge to claims of exemption:			
	Usage report	\$14.00	\$14.75	5.36%
	Claim of exemption based on low-income housing:	\$170.00	\$178.50	5.00%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Claim of exemption based on partially completed conversion	\$340.00	\$357.00	5.00%
Statement of Exemption	\$170.00	\$178.50	5.00%
Section 333.3			
Energy Conservation Fee Schedule			
Initial Inspections			
1 and 2 family dwellings	\$41.00	\$43.00	4.88%
Apart houses & Resid Hotels			
up to 20 rooms	\$46.00	\$48.25	4.89%
20-29 rooms	\$55.00	\$57.75	5.00%
30-39 rooms	\$66.00	\$69.25	4.92%
40-49 rooms	\$73.00	\$76.75	5.14%
50-59 rooms	\$82.00	\$86.00	4.88%
60 rooms and over	\$92.00	\$96.50	4.89%
Compliance Inspections:			
1 and 2 family dwellings	\$20.50	\$21.50	4.88%
Apart houses & Resid Hotels			
up to 20 rooms	\$22.50	\$23.75	5.56%
20-29 rooms	\$27.00	\$28.25	4.63%
30-39 rooms	\$32.50	\$34.25	5.38%
40-49 rooms	\$36.50	\$38.50	5.48%
50-59 rooms	\$41.00	\$43.00	4.88%
60 rooms and over	\$46.00	\$48.25	4.89%
Energy Reports and Certificates	\$4.25	\$4.50	5.88%
Filing Fee for appeals	\$32.50	\$35.75	10.00%
Certification of qualified energy Inspector	\$16.25	\$17.00	4.62%





Item 4 - File 91-90-1

Note: This item was continued from the August 1, 1990 Finance Committee meeting.

**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Draft resolution approving the issuance of (1) Special Tax Bonds to finance public infrastructure improvements and (2) Revenue Bonds to finance public facilities, both in the Yerba Buena Center Redevelopment Project Area.

<b>Amount:</b>	Special Tax Bonds	Not to exceed \$15,000,000
	Revenue Bonds	Not to exceed \$45,000,000

**Description:** Mr. Bob Gamble of the SFRA reports that the SFRA no longer intends to issue two types of bonds and instead proposes the issuance of Special Tax Bonds, only, not to exceed \$75,000,000.

The SFRA proposes to issue special tax bonds pursuant to the Mello-Roos Community Facilities Act of 1982 (Mello-Roos) in an amount not to exceed \$75,000,000 to finance the construction of the Yerba Buena Gardens Complex. Under Mello-Roos, SFRA is authorized and empowered to establish community facility districts and to issue special tax bonds for the purpose of financing public infrastructure improvements in these community facility districts.

The SFRA proposes to create a community facility district encompassing the proposed Yerba Buena Gardens Complex. The Special Tax Bonds would be used to finance the construction of the Yerba Buena Gardens Complex. The real estate firm of Olympia and York has agreed to pay the special tax that would be imposed to retire the bonds. In exchange, the SFRA would transfer title to the land to Olympia and York.

As required by Mello-Roos, a landowner special tax and bond authorization election would be conducted to obtain the consent of the residents residing within the special district boundaries to form the district and to impose the special tax.

**Comments:** Mr. Gamble advises that the SFRA has not yet finalized the terms and conditions of the Special Tax Bonds issuance and therefore requests that this item be continued until those details are finalized and the new proposed resolution is prepared.

**Recommendation:** Continue the proposed draft resolution as requested by SFRA.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Items 5 and 6 - Files 101-90-3 and 102-90-3

**Department:** Juvenile Probation

**Items:** Ordinance (File 102-9-3) to amend the 1990-91 Annual Salary Ordinance to add one 7334 Stationary Engineer position and a Supplemental Appropriation Ordinance (File 101-90-3) to fund the new position and other operating costs for asbestos abatement and roof repair at the Youth Guidance Center.

**Amount:** \$515,441

<b>Source of Funds:</b>	General Fund - General Reserve	\$59,441
	Capital Improvements Reserve	<u>456,000</u>
	Total	\$515,441

**Description:** The proposed Annual Salary Ordinance amendment (File 102-90-3) would create one, new 7334 Stationary Engineer position having a biweekly salary range of \$1,329 to \$1,611 and a maximum annual salary, at the top step, of \$41,886. The proposed new position would be classified by Civil Service in September, 1990.

The proposed Supplemental Appropriation (File 101-90-3) would increase the 1990-91 Juvenile Probation budget for the Youth Guidance Center as follows:

Permanent Salaries - Craft	\$47,268 *
Mandatory Fringe Benefits	12,173 *
Facilities Maintenance Project	<u>456,000</u>
	\$515,441

\* These amounts were erroneously calculated based on the creation of a higher paid position of 7335 Senior Stationary Engineer. The appropriate reduction is discussed in Comment 4, below.

The proposed creation and funding of a new Stationary Engineer position is necessary to meet Occupational Safety and Health Administration (OSHA) standards for the performance of preventative and regular maintenance at the Youth Guidance Center's cottages and buildings. According to OSHA standards a Stationary Engineer is required to perform maintenance activities. The Youth Guidance Center's currently budgeted four Stationary Engineer positions operate, maintain and monitor the boiler around the clock as required by State laws regarding boiler operations and are, therefore, not available to perform maintenance activities.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The proposed \$456,000 of funding for a new Facilities Maintenance Project would provide asbestos abatement at the Youth Guidance Center (YGC). According to Mr. Fred Jordan, Chief Probation Officer, YGC has multiple asbestos problems. Ceiling and flooring materials contain asbestos. Heating and ventilation pipe insulation in the Administration Building contain asbestos and are leaking. Pipe insulation in the boys and girls gymnasiums and in the storeroom contain asbestos. One of the holding cells in the Courtroom also contains asbestos. All of these areas require asbestos abatement and the roof needs to be repaired because the roof leaks. Leaking water from the roof and from the overhead pipes dissolves asbestos from the ceilings and from insulation on the pipes which is then deposited on furniture and floors in working and living areas. When the water evaporates, free asbestos coats the furniture and floors where it can easily be inhaled by the occupants.

To alleviate these asbestos problems, Juvenile Probation and the Department of Public Works (DPW) propose to repair the roof and leaking, overhead water pipes and to remove or seal off asbestos. DPW has estimated the costs, as follows:

Remove all asbestos pipe insulation in Boys and Girls Gymnasiums	\$35,000
Remove asbestos pipe insulation and encapsulate asbestos containing material on duct work and repair duct insulation in Storeroom	28,000
Repair all leaking pipes above acoustical ceiling in Administration Building and remove asbestos in Holding Room	90,000
Seal tunnels containing asbestos insulation wrapped pipes and purchase necessary equipment including negative air pressure machines and material for workers	43,000
Roofing Repair	<u>260,000</u>
Total	\$456,000

**Comments:**

1. A resolution to declare an emergency under Section 6.30 of the Administrative Code is (as of the writing of this report) to be considered by the City Services Committee on August 7, 1990.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. The Department of Public Works has submitted a revised estimate of the cost of sealing the utility tunnels containing asbestos materials based on an estimate submitted by the contractor. The revised estimate would increase the tunnel sealing cost by \$32,000 from \$43,000 to \$75,000 which would increase the total project cost to \$488,000.

3. The Capital Improvement Advisory Committee reports that the proposed asbestos abatement project totalling \$488,000 is in conformity with the Six-year Capital Expenditure Plan and recommends the Capital Improvements Reserve as the source of funding.

4. As noted in the Description, above, the salary and fringe benefit costs included in the proposed Supplemental Appropriation Ordinance for the 7334 Stationary Engineer position were overstated. The necessary reductions to correct this overstatement and to recognize a delay in hiring because the earliest the proposed new position can be approved is August 20, 1990, are as follows:

	<u>Proposed Supplemental Appropriation Request</u>	<u>Reduction to Lower Classification</u>	<u>Subtotal</u>	<u>Reduction for Hiring Delay</u>	<u>Total Funding Needed</u>
Permanent Salaries - Craft	\$47,268	\$(5,382)	\$41,886	\$(5,800)	\$36,086
Mandatory Fringe Benefits	<u>12,173</u>	<u>(1,219)</u>	<u>10,954</u>	<u>(1,313)</u>	<u>9,641</u>
Total	\$59,441	\$(6,601)	\$52,840	\$(7,113)	\$45,727

5. The proposed Supplemental Appropriation Ordinance should be amended to effect the increase detailed in Comment 2 and the reduction detailed in Comment 4, as follows:

	Proposed Supplemental Appropriation <u>Requested</u>	Increased Tunnel Sealing Cost	Reduced Salary and Benefits	Proposed Supplemental Appropriation <u>as Amended</u>
--	---	-------------------------------------	-----------------------------------	--

Sources of Funds

General Fund - General Reserve	\$59,441		\$(13,714)	\$45,727
Capital Improvements Reserve	<u>456,000</u>	<u>\$32,000</u>	_____	<u>488,000</u>
Total Sources of Funds	\$515,441	\$32,000	\$(13,714)	\$533,727

Uses of Funds

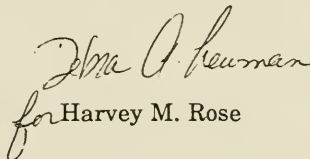
Permanent Salaries - Craft	47,268		\$(11,182)	\$36,086
Retirement	7,090		(1,677)	5,413
Social Security	3,616		(855)	2,761
Health Service	1,467			1,467
Facilities Maintenance Project	<u>456,000</u>	<u>\$32,000</u>	_____	<u>488,000</u>
Total Uses of Funds	\$515,441	\$32,000	\$(13,714)	\$533,727

**Recommendations:** 1. Amend the proposed Supplemental Appropriation Ordinance (File 101-90-3) to reflect the increase of tunnel sealing costs and the reduction of costs from the lower classification and delayed hiring of the proposed position as detailed in Comment 5, above, and approve as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 8, 1990

2. Approve the proposed Ordinance (File 102-90-3) to amend the Annual Salary Ordinance.

  
for Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey





GOVT DOCUMENTS  
PUBLIC LIBRARY  
CIVIC CENTER

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CALENDAR

DOCUMENTS DEPT.

MEETING OF

AUG 17 1990

FINANCE COMMITTEE

SAN FRANCISCO  
PUBLIC LIBRARY

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 15, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR WALKER, ITEMS 1, 2, 3, AND 4.

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 146-90-60. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Forensic Youth Services (YGC) as a sub-grantee, to apply for, accept and expend a grant of \$85,824, from the Department of Health Resources and Services for community health outreach for youth. (Mayor)
  - b) File 146-90-50. [Grant - State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to apply for, accept and expend a grant of \$100,000 from the State Department of Mental Health for Continuum/HIV Day Services. (Mayor)
  - c) File 143-90-3.1. [Grant - State Funds] Resolution authorizing the Chief of Police to expend grant funds in the amount of \$105,000, from the Office of Criminal Justice Planning from the Gang Violence Suppression Program and agreeing to provide cash match in the amount of \$35,000. (Supervisor Maher)
  - d) File 100-90-1.1. [Release of Funds] Requesting release of reserved funds, Public Utilities Commission, in the amount of \$150,000, (\$130,000 for professional services contract with CH2M Hill to prepare a report on the feasibility and public acceptability of wastewater reclamation, water conservation, desalination and groundwater use in the San Francisco Water Department service area and \$20,000 for ancillary services related to the development of this program. (Public Utilities Commission)
  - e) File 94-90-8. [Grant - State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$75,000 in funds authorized by the Legislature of the State of California for the study of Lake Merced. (Public Utilities Commission)

- f) File 79-90-3. [Federal Funding - Community Development] Resolution approving the transfer of \$12,200 from the 1990 Community Development Program contingencies to complete 1990 Community Development Public Service Activities proposed by the OMI Pilgrim Community Center, Inc. through December 31, 1990; and approving Addendum Number One to the 1990 Community Development Program. (Mayor's Office of Community Development)
- g) File 68-90-13. [Grant - Federal Funds] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$10,000 made available through the Federal Emergency Management Agency for a project entitled "Immediate Post Disaster Public Information Program for Non-English Speaking Populations in San Francisco" and agreeing to provide in match of \$3,345. (Mayor)
- h) File 64-90-33. [Lease of Property] Resolution authorizing a new lease of real property at 1370 Mission Street, 2nd Floor, for the Department of Public Health, for information, education and training offices and conference facilities connected with the STD/AIDS Program. (Real Estate Department)
- i) File 47-90-7. [Special Validation Stamp Rate] Resolution establishing a special validation stamp rate for American Multi Cinema, Inc. (AMC) at the Japan Center and Fillmore Annex garages. (Parking and Traffic Commission)
- j) File 7-90-7. [Articulated Trolley Coaches] Resolution authorizing the San Francisco Municipal Railway to enter into a contract with New Flyer Industries Limited for the purchase of 35 articulated trolley coaches. (Public Utilities Commission)
- k) File 147-89-3.1. [Release of Funds] Requesting release of reserved funds, Public Library, in the amount of \$16,000, for computer expenditure for the grant program, Partnership for Change at the Mission Branch Library. (Public Library)
- l) File 146-89-47.1. [Release of Funds] Requesting release of reserved funds, Department of Public Health, in the amount of \$5,600, for the purchase of hardware and software for the grant funded study of an evaluation of condom use and interventions to increase their use. (Department of Public Health)
- m) File 101-89-128.1. [Release of Funds] Requesting release of reserved funds, Department of Public Health, in the amount of \$15,476, for purchase of computer equipment for Health Promotion and Education AB75. (Department of Public Health)

ACTION: ITEMS 1a, 1d, 1f, 1k, 1l, AND 1m SEVERED.  
REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1a, File 146-90-60. AMENDED TO REDUCE TOTAL AMOUNT OF GRANT TO \$69,121. NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, FORENSIC YOUTH SERVICES (YGC) AS A SUB-GRANTEE, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$69,121, FROM THE DEPARTMENT OF HEALTH RESOURCES AND SERVICES FOR COMMUNITY HEALTH OUTREACH FOR YOUTH." RECOMMENDED AS AMENDED.

ITEM 1d, File 100-90-1.1. HEARING HELD.  
RELEASE OF \$130,000 RECOMMENDED. FILED.

ITEM 1f, File 79-90-3. RECOMMENDED.

ITEM 1k, File 147-89-3.1. RELEASE OF \$16,000  
RECOMMENDED. FILED.

ITEM 1l, File 146-89-47.1. HEARING HELD.  
RELEASE OF \$4,928 RECOMMENDED. FILED.

ITEM 1m, File 101-89-128.1. RELEASE OF \$15,476  
RECOMMENDED. FILED.

#### REGULAR CALENDAR

2. File 101-90-3. [Government Funding] Ordinance appropriating \$515,441, Juvenile Court, for permanent salaries-craft and related mandatory fringe benefits and facilities maintenance project (YGC Asbestos Abatement) for the creation of one position. RO #90027 (Controller) (companion to File 102-90-3)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE:  
"[Government Funding] ORDINANCE APPROPRIATING  
\$547,441, JUVENILE COURT, FOR PERMANENT  
SALARIES-CRAFT AND RELATED MANDATORY FRINGE  
BENEFITS AND FACILITIES MAINTENANCE PROJECT (YGC  
ASBESTOS ABATEMENT) FOR THE CREATION OF ONE  
POSITION." RECOMMENDED AS AMENDED.

3. File 102-90-3. [Public Employment] Ordinance amending Interim Annual Salary Ordinance, Juvenile Probation Department, reflecting the addition of one position (Classification 7334 Stationary Engineer). (Civil Service Commission) (companion measure to File 101-90-3)

ACTION: AMENDED. SEE FILE FOR DETAIL. NEW TITLE:  
"[Public Employment] ORDINANCE AMENDING ANNUAL  
SALARY ORDINANCE, 1990-91, JUVENILE PROBATION  
DEPARTMENT, REFLECTING THE ADDITION OF ONE  
POSITION (Classification 7334 Stationary  
Engineer)." RECOMMENDED AS AMENDED.

4. File 96-90-3. [Sale of Property] Ordinance authorizing sale of Department of Public Works surplus City-owned property (Block 805, Lot 37) to the Progress Foundation, a non-profit corporation for the purpose of constructing two homes for low income clients of the the mental health system; and adopting findings pursuant to Planning Code Section 101.1. (Real Estate Department)

ACTION: RECOMMENDED.

5. File 101-89-149. [Government Funding] Ordinance appropriating \$680,000, Fire Department, for capital improvement project (Emergency Operations Center). RO #9301. (Controller)

ACTION: QUESTION DIVIDED. \$605,000 FOR PROJECT CONSTRUCTION SEVERED. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$605,000, FIRE DEPARTMENT, FOR CAPITAL IMPROVEMENT PROJECT, PROJECT CONSTRUCTION (EMERGENCY OPERATIONS CENTER). CONTINUED TO CALL OF THE CHAIR.

File 101-89-149.2. \$75,000 FOR DESIGN COSTS SEVERED. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$75,000, FIRE DEPARTMENT, FOR CAPITAL IMPROVEMENT PROJECT, DESIGN COSTS, (EMERGENCY OPERATIONS CENTER). RECOMMENDED.

6. File 91-90-1. [Redevelopment Agency Bonds] Resolution approving the issuance by the Redevelopment Agency of the City and County of (1) special tax bonds in a par value not to exceed \$15,000,000 pursuant to the Mello-Roos Community Facilities Act of 1982 to finance public infrastructure improvements; and of (2) revenue bonds in an aggregate principal amount not to exceed \$45,000,000 for the purpose of financing public facilities, all for the Yerba Buena Center Redevelopment Project Area. (Supervisor Ward)

(Continued from 8/1/90.)

ACTION: AMENDMENT OF THE WHOLE ADOPTED, AND FURTHER AMENDED ON LINE 29 AS FOLLOWS: AFTER "Facilities District No. 3" STRIKE "(Yerba Buena Gardens)" AND SUBSTITUTE "(Yerba Buena Central Block 1 Office Building)". NEW TITLE: "[Redevelopment Agency Bonds] RESOLUTION APPROVING THE ISSUANCE BY THE REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO OF SPECIAL TAX BONDS IN A PAR VALUE NOT TO EXCEED \$75,000,000 PURSUANT TO THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982 TO FINANCE PUBLIC INFRASTRUCTURE IMPROVEMENTS IN A COMMUNITY FACILITIES DISTRICT TO BE FORMED IN THE YERBA BUENA CENTER REDEVELOPMENT PROJECT AREA." RECOMMENDED AS AMENDED.

7. File 100-90-8. Hearing to consider development of the City's budgetary response to State budget cuts, in particular, as they affect health, social services and criminal justice departments, as well as the poor and infirmed in our City. (Supervisors Walker, Britt, Hallinan, Alioto, Gonzalez and Ward)

ACTION: CONTINUED TO 8/22/90.

BALLOT MEASURES

8. File 60-90-14.1. Hearing to consider submitting ballot argument concerning \$73,800,000, bond issue for construction or reconstruction of a youth guidance center. (Supervisor Britt)

ACTION: Amount of Bond issue clerically corrected by clerk to read "\$73,800,000".  
HEARING HELD. BALLOT ARGUMENT (as presented by Supervisor Walker in Committee) ADOPTED AND FURTHER AMENDED. SEE FILE FOR DETAIL. MOTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Ballot Argument] MOTION AUTHORIZING PROPOSITION B, BOND ISSUE FOR THE CONSTRUCTION OR RECONSTRUCTION OF A YOUTH GUIDANCE CENTER." RECOMMENDED.

9. File 60-90-14.2. Hearing to consider submitting ballot argument concerning \$16,500,000, bond issue for construction or reconstruction of correctional facilities. (Supervisor Britt)

ACTION: Amount of Bond issue clerically corrected by clerk to read "\$16,500,000".  
HEARING HELD. BALLOT ARGUMENT (as presented by Supervisor Walker in Committee) ADOPTED AND FURTHER AMENDED. SEE FILE FOR DETAIL. MOTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Ballot Argument] MOTION AUTHORIZING PROPOSITION A, BOND ISSUE FOR THE CONSTRUCTION OR RECONSTRUCTION OF CORRECTIONAL FACILITIES." RECOMMENDED.





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15/90  
CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST - Recommendations**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 15, 1990

**TO:** Finance Committee  
**FROM:** Budget Analyst  
**SUBJECT:** August 15, 1990 Finance Committee Meeting

DOCUMENTS DEPT.

AUG 16 1990

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Item 1a - File 146-90-60

**Department:** Department of Public Health (DPH), Community Public Health

**Item:** Resolution authorizing the Department of Public Health as a sub-grantee, in collaboration with Larkin Street Youth Center as prime grantee, to apply for, accept and expend a new Federal grant.

**Grant Amount:** \$85,824

**Source of Grant:** U.S. Department of Health and Human Services

**Term of Project:** August 1, 1990 to June 30, 1991

**Project:** Community Health Outreach for Youth

**Project Description:**

The Department of Public Health has entered into a Memorandum of Understanding with the Larkin Street Youth Center, a non-profit agency, to jointly administer and coordinate the first year of a new three-year project aimed at providing community health outreach services to youth. The project goals are to (1) provide effective means to prevent HIV infection in youth who are homeless, runaways, or involved with the juvenile justice system, (2) develop community-based, family centered, coordinated services for very high risk and HIV infected adolescents and their families, and (3) develop programs to reduce the spread of HIV infection in

youth who are homeless, runaways or involved in the juvenile justice system. Specific project objectives include the following:

- (1) To provide confidential HIV antibody testing specially designed for adolescents.
- (2) To develop mobile community health outreach to the hardest-to-reach, highest risk youth in the City.
- (3) To establish adolescent HIV clinical treatment teams at Huckleberry House and the Youth Guidance Center.
- (4) To develop a comprehensive adolescent HIV treatment service at San Francisco General Hospital and the University of California, San Francisco to be coordinated with community based providers and treatment teams.
- (5) To provide support services to youth and their families to reinforce safe sex and drug practices.
- (6) To establish an information and referral system for youth with special needs.

The proposed grant, which would fund the City's participation in the proposed project, would be used to fund a Licensed Vocational Nurse and a Physician Specialist. The Physician Specialist would be responsible for providing clinical and administrative supervision/consultation for the health care service staff at Larkin Street Youth Center. The Licensed Vocational Nurse would be responsible for providing outreach services which utilize the mobile unit at Larkin Street Center and for support services at Huckleberry House.

**No. of Persons  
to be Served:**

Approximately 400 youth annually

**Project Budget:**

	<u>FTE</u>	
Licensed Vocational Nurse	.75	\$22,864
Physician Specialist	.42	31,562
Fringe Benefits		<u>14,695</u>
Total	1.17	\$69,121

**Local Match:** None

**Indirect Costs:** None

**Comments:**

1. DPH reports that the Federal Department of Health and Human Services has notified the Department that the proposed grant amount has been reduced from \$85,824 to \$69,121, which represents a decrease of \$16,703 from the Department's original grant proposal. Therefore, the proposed legislation should be amended to reflect a grant amount of \$69,121 instead of \$85,824.

2. The total project budget for the Community Health Outreach for Youth Project is \$275,000 as follows:

Prime Grant

Larkin Street Youth Center	\$157,208
----------------------------	-----------

Sub-Grants

Youth Advocates	33,320
University of California, San Francisco	10,353
National Center for Youth Law	4,998
San Francisco Department of Public Health	<u>69,121</u> *
Total	\$275,000

\*Subject of the proposed grant resolution.

3. Attached is the DPH's "Summary of Grant Request" which was prepared by the Department of Public Health for this Federal grant.

**Recommendation:** Amend the proposed legislation to reflect a grant amount of \$69,121, and approve the legislation as amended.

Grantor Dept. of Health Resources & Services  
Contact Person Grantee: Larkin St. Youth Center  
Address 1044 Larkin St.  
San Francisco, 94109

CPHS  
Division \_\_\_\_\_  
Section Forensic Youth Services  
Contact Person Janet Shalwitz, M.D.  
Telephone 753-7780

Amount Requested \$ 69,121

Term: From 8/1/90 To 6/30/91

Health Commisssion \_\_\_\_\_ Board of Supervisors: Finance Commlttee \_\_\_\_\_

Full Board \_\_\_\_\_

L. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
(Circle appropriate words) grant in the amount of \$69,121 from the period of 8/1/90 to 6/30/91  
to provide community health outreach for youth \_\_\_\_\_ services.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

Summary: (Contact/history; need addressed; number + groups served; services and providers)  
 Acting as sub-grantee with Larkin Street Services as prime grantee, Special Programs for Youth/SFDPH will provide clinical and administrative supervision for the Health Care Services staff located at Larkin Street. SPY will provide community health outreach with a focus on AIDS prevention, education, support and counseling, on the Larkin Street Van.

### III. Outcomes/Objectives:

Establishing support services for youth to reinforce safe sex and drug practices, establishing a referral system for youth with special needs and maintaining contact with infected youth by utilizing mobile community health outreach efforts.

## IV. Effects of Reduction or Termination of These Funds:

Homeless, runaway youth who are highest at risk for HIV infection are also those hardest to reach in terms of competent, accessible screening, counseling and testing services. Without mobile outreach, many would go without these services.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			69,121			
Personnel			69,121			
Equipment						
* Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

## VL Data Processing

(costs included above)

## VII. Personnel

F/T CSC	_____	_____	_____	_____	_____
P/T CSC	_____	_____	1.17	_____	_____
Contractual	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: Physician Specialist (.42) is working part-time on other projects within the department.

Will grant funded employees be retained after this grant terminates? If so, How?  
Ideally yes. The Department would seek other sources of grant funding.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)

Memo to Finance Committee  
August 15, 1990

Item 1b - File 146-90-50

**Department:** Department of Public Health (DPH)  
Division of Mental Health, Substance Abuse and Forensic Services

**Item:** Resolution to apply for, accept and expend a continuation grant.

**Amount:** \$100,000

**Source of Funds:** State Department of Mental Health

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** AIDS Day Treatment Services

**Description:** The proposed grant would fund the third year of a day treatment program to provide psychological, social and medical support services to approximately 35 individuals infected with Human Immunodeficiency Virus (HIV) or diagnosed with AIDS and experiencing central nervous system dysfunction or dementia (brain disorder). The day treatment services would be provided through a contract with Continuum/HIV Day Services, a local non-profit organization that is currently providing these AIDS day treatment services.

**Project Budget:**

Contractual Services:		
Personnel	\$53,647	
Operating Expenses	65,049	
Contractor's Indirect Cost	<u>17,804</u>	
Total		\$136,500
City's Indirect Cost		<u>\$2,000</u>
Total Project Budget		\$138,500
Less Local Grant Match		<u>38,500</u>
Total Proposed Grant		\$100,000

**Indirect Costs:** 2% of total grant.

**Required Match:** None.

**Comments:**

1. According to Ms. Linda Wang of the DPH, the proposed project budget of \$138,500 includes the proposed grant amount of \$100,000 plus an additional \$38,500 to be contributed by the San Francisco Aids Office through a Federal Health Resources and Services Administration (HRSA) Grant.

2. Ms. Wang reports that the \$17,804 Contractor's Indirect Cost includes a small portion of an Accountant's and a Supervisor's salaries. Ms. Wang stated that DPH's policy is to allow up to 17 percent for contractor's indirect cost. The \$17,804 is 13 percent of the total contract budget.

3. Ms. Wang also reports that in addition to the personnel funded by the grant, both she, as the Director of Adult Community Services and her Assistant Director spend a small portion of their time administering the AIDS Day Treatment Services program. Ms. Wang estimates that she spends approximately one percent of her time on the program and her Assistant Director spends approximately three percent of his time on the program. The Budget Analyst calculates this cost at approximately \$3,742, including fringe benefits.

4. Ms. Wang reports that DPH does not expect the State budget cuts to affect this grant funding.

5. The DPH has prepared a Summary of Grant Request which is attached.

**Recommendation:** Approve the proposed resolution.



Item No.                      Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Department of Mental Health Division DMSP  
 Contact Person Peri Rodgers Section Adult Community Services  
 Address 1600 ninth Street, Room 100 Contact Person Linda Wang  
Sacramento, CA 95814 Telephone (415) 255-3420  
 Amount Requested \$ 100,000 Application Deadline August 1, 1990  
 Term: From 7/01/90 To 6/30/91 Notification Expected 9/01/90  
 Health Commission                      Board of Supervisors: Finance Committee                       
 Full Board                     

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 100,000 from the period of 7/01/90 to 6/30/91 to provide AIDS DAY CARE SERVICES services.  
 (Circle appropriate words)

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)  
Up to 35 adults will receive day care services Monday-Friday who are infected with HIV or diagnosed with AIDS or ARC. They may also experience central nervous system dysfunction or dementia.

III. Outcomes/Objectives:  
1) Reduced need for home care and outpatient mental health care, 2) Increase in independent skills, 3) Caregivers will receive information, support, respite.

IV. Effects of Reduction or Termination of These Funds:  
Adult day care services will not be provided to individuals infected with HIV or diagnosed with AIDS or ARC who live in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$100,000	\$100,000	\$100,000			
Personnel						
Equipment						
*Contract Svc.	98,000	98,000	98,000			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs	\$ 2,000	\$ 2,000	\$ 2,000		-0-	

VI. Data Processing  
 (costs included above)                                                                                                                              

VII. Personnel

F/T CSC					
P/T CSC					
Contractual	6	6	6		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
Grand funded employees will be retained if other sources of funding can be located.

\*VIII. Contractual Services: Open Bid                      Sole Source X (if sole source, attach Request for Exemption Form)





Memo to Finance Committee  
August 15, 1990

Item 1c -File 143-90-3.1

**Department:** Police Department

**Item:** Resolution authorizing the Chief of Police to expend a continuation State grant.

**Amount:** \$105,000

**Source of Funds:** State Office of Criminal Justice Planning (OCJP)

**Grant Period:** July 1, 1990 through June 30,1991.

**Project:** Gang Violence Suppression Program

**Project Description:** The Board of Supervisors previously approved a resolution (File 143-90-3) authorizing the Police Department to apply for and accept the proposed grant. At the time the Department submitted this prior grant request to the Board of Supervisors, the State had not advised the Department regarding the actual level of grant funds that would be made available to the City. Therefore, the Board of Supervisors deleted the expend clause from the prior resolution and requested that the Police Department seek approval from the Board of Supervisors to expend the grant funds when the funding amount was finalized.

Sergeant Leon Crouiere of the Police Department reports that the Department is now requesting approval for expenditure of this proposed grant based on the fact that the State Office of Criminal Justice Planning has now advised the Department that the total \$105,000 in grant funds will be made available to the City.

This would be the fifth year of funding for the Gang Violence Suppression Program. Program funds are allocated to the Police Department's Gang Task Force Unit's activities. The Program objectives, as described in the grant proposal, are as follows:

1. Through investigation, and intelligence gathering, identify, arrest, and refer for prosecution gang leaders and members for acts of homicide, assault, robbery, extortion and drive-by shootings.
2. Attend community meetings to educate the public in dealing with gangs and gang violence and its prevention.

Memo to Finance Committee  
August 15, 1990

<b>Project Budget:</b>	<u>Personnel</u>		
	Data Clerk (1 FTE)	\$19,957	
	Overtime Pay		
	Lieutenant (180 hours)	7,880	
	Inspectors (1,080 hours)	41,364	
	Officers (1,800 hours)	<u>59,454</u>	
	Subtotal - Personnel		\$128,655
	<u>Operating Expenses</u>		
	Training	\$ 945	
	Cellular telephone service	<u>2,000</u>	
	Subtotal - Operating Expenses		2,945
	<u>Audit</u>		1,400
	<u>Indirect Costs</u>		<u>7,000</u>
	Total		\$140,000

**Indirect Costs:** \$7,000, or 5 percent of total project costs.

**Required Match:** \$35,000

- Comments:**
1. The total project amount of \$140,000 includes \$35,000 in local required matching funds. The \$35,000 is included in the Police Department's 1990-91 operating budget.
  2. The Police Department currently has 17 Officers and Inspectors assigned to the Gang Task Force Unit on a full-time basis. The proposed grant funds would pay for one Data Clerk and would provide for overtime pay to these uniform personnel, in addition to other program costs as outlined above.
  3. Sergeant Leon Crouere reports that the cellular telephones are used by the Gang Task Force Unit for surveillance purposes. Sergeant Crouere advises that these telephones are used as an alternative to police car radios, which can be monitored.
  4. The proposed grant amount of \$105,000 for Fiscal Year 1990-91 is the same grant amount received by the Police Department for 1989-90.

Memo to Finance Committee  
August 15, 1990

5. According to Mr. Jim Buick and Mr. Peter Goldstein of the Mayor's Office, OCJP has not, to their knowledge, incurred any State funding cuts which would adversely affect the level of funding for the proposed grant.

6. Attached is the Police Department's "Summary of Grant Request" which was prepared by the Department for this State grant.

**Recommendation:** Approve the proposed resolution.

**SUMMARY OF GRANT REQUEST  
SAN FRANCISCO POLICE DEPARTMENT**

Item No. \_\_\_\_\_

Rev. 4/10/90

Grantor Office Criminal Justice Planning  
 Contact Person Olin Jones  
 Address 1130 K Street, Suite 300  
Sacramento, CA 95814  
 Amount Requested \$ 140,000.00  
 Term: From 07/01/90 To 06/30/91

Division Gang Task Force  
 Contact Person Sgt. Leon Crouere  
 Telephone 415-553-1404

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to \_\_\_\_\_ (accept and expand) a \_\_\_\_\_ (continuation)  
 (Check appropriate words) State grant in the amount of \$105,000 from the period of 07/01/90 to 06/30/91  
 to provide Gang Suppression (i.e., arrest, prosecution of  
gang people.

II. Summary: (Concise summary of grant purpose and objectives)

This is the 5th year of the Office of Criminal Justice Planning grant for Gang Violence Suppression. There are no changes for this year's grant from last year. The total grant budget is \$140,000.00. The State of California provides \$105,000.00 (75%) and the City & County of San Francisco provides a cash match of \$35,000.00 (25%).

III. Outcomes/Objectives:

The identification, arrest, prosecution of gang leaders and gang members for homicide, assault, robbery, extortion and drug related offences. Make the community aware of gang problems and solutions.

IV. Effects of Reduction or Termination of These Funds: The ongoing battle against gang members and the violence that stems from gang incidents would not be able to be addressed due to the lack of police presence that is provided by the additional money that the grant makes available for officers to work. There are no other funds available to support this program.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Budget		\$140,000	\$140,000		\$35,000 *	
Personnel		112,070	128,655	\$16,585		
Equipment		6,700	—	6,700		
*Contract Svc.		—	—	—		
Mat. & Supp.		—	—	—		
Facilities/Space		—	—	—		
Other & Audit		14,230	4,345	- 9,885		
Indirect Costs		7,000	7,000	—		

\*Included in \$140,000 grant budget amount.

VI. Data Processing

(see attached sheet)

VII. Personnel

Overtime \_\_\_\_\_

17

\*Contractual \_\_\_\_\_

1

Hired by grant \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 Regular salaries are paid by City & County of San Francisco for police officers.

The grant pays for additional overtime hours for the police officers.

Will grant funded employees be retained after this grant terminates? If so, How?

No

VIII. Contractual Services: Open Bid \_\_\_\_\_

Sole Source \_\_\_\_\_

The contractual employee is a temporary position funded 100% by the OCJP grant and will not be funded by the City & County if the grant is not actioned.

Memo to Finance Committee  
August 15, 1990

Item 1d - File 100-90-1.1

**Department:** Public Utilities Commission, Water Department

**Item:** Request to release \$150,000 reserved by the Finance Committee's 1990-91 budget recommendations

**Description:** In the 1990-91 budget, the Finance Committee recommended a reserve of \$225,000 of the Water Department's Resource Planning Project pending the provision of additional contractual information. Of the \$225,000 placed on reserve, the PUC requests that \$150,000 be released from reserve by the Finance Committee, because the required contractual information is now available.

The PUC had requested \$150,000 in its 1990-91 budget to contract with a consultant to prepare a report on the feasibility and public acceptability of wastewater reclamation, water conservation, desalination, and groundwater use in the San Francisco Water Department service area (also known as the Supplemental Water Supply Study). The PUC has recently completed contract negotiations with the firm of CH2M Hill to provide the necessary consulting services. The negotiated contract amount is \$130,000.

The PUC has allocated the remaining \$20,000 for any possible extra printing costs associated with the project, and for contingency purposes, in case the scope of the contract needs to be modified.

The Civil Service Commission approved the proposed contract at its meeting of June 18, 1990.

According to documents submitted to the Human Rights Commission by CH2M Hill, four subcontractors will be used during the course of the project. The following table shows the allocation of the contract funds to CH2M Hill and the four subcontractors:

<u>Contractor</u>	<u>MBE/WBE/LBE Status</u>	<u>Contract Allocation</u>	<u>Percent of Contract</u>
CH2M Hill	none	\$77,000	59%
Public Affairs Management	WBE	40,000	31%
E.M. Rose Associates	MBE	5,000	4%
Creative Marketing Alternatives	MBE	5,000	4%
Copy Factory	MBE	<u>3,000</u>	<u>2%</u>
TOTAL		\$130,000	100%

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

As indicated on the attachment, the proposed rates for the contractor and subcontractors range from \$45 to \$129.75 per hour for a total of 1,568 hours.

**Comments:**

1. The PUC has allocated the remaining \$20,000 as a contingency in case the scope of the contract needs to be modified, and for potential printing costs. The PUC's Finance Department has not determined the likelihood of these costs and does not know whether it will actually need the funds. The proposed contract also specifies that all printing costs are the responsibility of the contractor. Therefore the \$20,000 should not be released.

2. The balance of the \$225,000 recommended reserve consisting of \$75,000 (\$225,000 less \$150,000) for a systems operations study would remain on reserve pending further contractual information to be provided by the PUC.

**Recommendation:** Reduce the proposed request for release of reserve by \$20,000 from \$150,000 to \$130,000 and approve release of reserve in the amount of \$130,000 to allow the PUC to enter into the proposed contract with CH2M Hill. Continue to reserve the \$20,000 not yet justified.



# Exhibit C

## Supplemental Water Supply Study

### Schedule of Professional Service Rates

Name	Job Title	Hourly Rate	Hours
Ted Way	Project Manager	\$129.75	148
Charles Gardiner	Community Relations Planner	61.25	308
Mike Price	Senior Engineer	85.50	124
Kim Ries	Hydrogeologist	74.25	124
Janet Senior	Planner	61.25	116
Ann Millican	Senior Planner	85.50	24
Kay Wilson	Principal	95.00	100
Bonnie Nixon	Community Relations Specialist	55.00	314
PAM Support Staff	Support Staff	45.00	250
Ed Rose	Principal	123.00	36
Dan Weaber	Planner	55.00	24
Total Hours			1568



Memo to Finance Committee  
August 15, 1990

Item 1e - File 94-90-8

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution to apply for, accept and expend a State grant.

**Grant Amount:** \$75,000 .

**Source of Grant:** State funds authorized by AB 1580

**Grant Period:** July 1, 1990 through June 30, 1991

**Grant Project:** Water Quality Study of Lake Merced

**Project Description:** The proposed grant would provide funds for a water quality study of Lake Merced. The study would seek to answer questions concerning the declining water level at Lake Merced and the demands placed on the lake due to competing recreational uses. The tasks to be covered by the grant are as follows:

1. Assessment of the current and potential beneficial uses of the waters at Lake Merced and the groundwaters of the Merced Formation. This would include current activities that utilize these waters, predictions of future demand, potential for reclamation, and use as an emergency water supply.
2. Assessment of current impacts on water quality of the lake and ground water.
3. Assessment of the relationship between lake storage capacity, water quality, and beneficial uses.
4. Determination of what additional information is needed to further define the impact of current and future uses on the lake and ground water.
5. Development of a strategy to manage the human impacts on the lake and ground water and to determine the best management practices that would provide acceptable protection and allocation of the water resources.
6. Preparation of a Lake Merced report on the findings of the above listed tasks. The report would also contain an analysis of the cost and procedures for developing a management plan.

The funds for the proposed grant would be transferred from the State to the City in the form of a contract between the State Water Quality Control Board and the PUC. It is the intention of

the PUC to competitively bid this contract to a subcontractor, pending approval of the grant by the Board of Supervisors.

**Grant Budget:** Since this contract has not yet been competitively bid, no final grant budget is available. However, an approximate breakdown of the cost of performing the tasks listed above is as follows:

Estimated Grant Budget

Assessment of beneficial uses, current impacts and physical characteristics (Tasks 1, 2, and 3).	\$30,000
Determination of additional information and assessment needs (Task 4).	20,000
Development of management strategy (Task 5).	20,000
Preparation of Report (Task 6).	<u>5,000</u>
Total Grant Budget	\$75,000

**Local Match:** None

**Comments:**

1. Mr. Carlos Jacobo states that the \$75,000 of proposed grant funds were approved by the State in FY 1989-90, were carried forward and are now available for use during the FY 1990-91 grant period.
2. Attached is the Summary of Grant Request prepared by the PUC for the proposed State grant.

**Recommendation:** Approve the proposed resolution.

Item No. \_\_\_\_\_

## Summary of Grant Request

Rev. 4/10/90

Grantor State Water Resources Control Board Division Water Department  
 Contact Person Patrick Applewhite Section \_\_\_\_\_  
 Address P.O. Box 100 Contact Person Cheryl Davis  
Sacramento, CA Telephone 923-2444  
 Amount Requested \$ 75,000 Application Deadline N/A  
 Term: From July 1, 1990 To September 30, 1991 Notification Expected N/A  
 Health Commission N/A Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 75,000 from the period of 7/1/90 to 9/30/91  
 to provide professional services.

II. Summary: (Concise history, need statement, number & groups served, services and providers)

The money was granted by the State legislative to the City and County of San Francisco,  
 to be used for a study of water quality and quantity in Lake Merced.

III. Outcomes/Objectives:

The objective is to increase water quality and quantity in Lake Merced, and to  
 maximize the use of the water from the lake.

IV. Effects of Reduction or Termination of These Funds:

N/A One time grant

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount						
Personnel						
Equipment						
*Contract Svc.			\$75,000		-0-	Public Utilities Commission
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

N/A

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (Circle source, attach Request for Exemption Form)

\*Contract to be awarded through the City's bidding process.



Memo to Finance Committee  
August 15, 1990

Item 1f - File 79-90-3

- Department:** Mayor's Office of Community Development (MOCD)
- Item:** Resolution approving the transfer of \$12,200 from the 1990 Community Development Program Contingencies budget to the Public Services Activities budget in order to complete the allocation to OMI Pilgrim Community Center, Inc.
- Description:** Although MOCD did not include any funding for OMI Pilgrim Community Center, Inc. (OMI) in the 1990 (calendar year) Community Development Block Grant (CDBG) budget as submitted to the Board of Supervisors for approval, the Board of Supervisors added a provision to the 1990 CDBG budget to allocate \$30,000 to OMI for 1990 in order to provide for the services of a director for the Center. Funding for this allocation was to come from 1989 CDBG budget allocations to OMI that would not be used in 1989 and would be carried over to 1990. The amount of such carryover funds could not be estimated at that time.
- After finally closing out the 1989 CDBG budget, MOCD has determined that the OMI carryover funds total \$17,800 or \$12,200 short of the \$30,000 allocated to OMI for 1990 by the Board of Supervisors (\$30,000 less \$17,800 equals \$12,200). Therefore, MOCD must transfer \$12,200 from the 1990 CDBG budget for Contingencies to OMI. The proposed resolution would approve the transfer of \$12,200 in the 1990 CDBG budget from Contingencies to OMI, such transfer being designated as Addendum Number One to the 1990 Community Development Program.
- Comment:** Mr. Larry Del Carlo, Director of MOCD, reports that the current balance in the Community Development Program Contingencies account for 1990 is \$321,905. Approval of the proposed \$12,200 transfer from the Contingencies account to OMI would result in a fund balance of \$309,705 in the Community Development Program Contingencies budget.
- Recommendation:** Approve the proposed resolution.





Memo to Finance Committee  
August 15, 1990

Item 1g - File 68-90-13

**Departments:** Mayor's Office  
Fire Department, Office of Emergency Services

**Item:** Resolution authorizing the Mayor to apply for, accept, and expend new Federal grant funds and agreeing to provide local in-kind match.

**Grant Amount:** \$10,000

**City In-Kind Match:** \$3,345 - Funds are appropriated in the Fire Department's 1990-91 budget.

**Source of Grant:** Federal Emergency Management Agency (FEMA)

**Term of the Project:** July 1, 1990 through June 30, 1991

**Project:** Immediate Post-Disaster Public Information Program for Non-English Speaking Populations in San Francisco

**Project Description:** The proposed Federal grant would be used to fund the first year of a new two-year project designed to provide immediate information to non-English speaking populations in San Francisco, in the event of a natural or man-made disaster. The proposed project would be administered by the Fire Department's Office of Emergency Services. The Mayor's Office of Public Safety would be responsible for administering and monitoring the grant funds. The primary objective of the proposed project, as outlined in the project proposal, would be to organize and train small groups (specific numbers have not as yet been determined) of bilingual volunteers who would go to specific non-English speaking neighborhood population centers immediately after an earthquake or other disaster for the purpose of notifying the population of what actions should be taken. The proposed project would target ten geographic population centers in the City, involving the following ten languages: Spanish, Cantonese, Mandarin, Korean, Vietnamese, Cambodian, Lao, Hmong, Samoan and Tagalog.

The project volunteers would be equipped with megaphones and would disseminate information by speaking in the language commonly used by the particular neighborhood population. The volunteers would be linked to neighborhood earthquake preparedness groups. They would acquire disaster related information through the Emergency Broadcast System, amateur radio sources and the general media. Specific areas of information that would be disseminated by the volunteers would include reminding the population of general safety precautions, providing status reports on the overall aspects of the disaster, and advising the population concerning any evacuation orders and/or where to report for shelter and assistance if needed. The project volunteers would also provide a mechanism for feed-back from the target populations during the recovery period following a disaster as well as provide a translator for shelters and assistance centers.

<b>Project Budget:</b>	Project Coordinator	\$3,345
	Student Intern	2,000
	Travel	100
	Equipment (25 megaphones)	5,625
	Supplies and Printing	1,799
	Indirect Costs	<u>476</u>
	Total Project	\$13,345

- Comments:**
1. Mr. John Sucich of the Fire Department reports that the Department had approximately one-week, from the time the Department heard about the proposed Federal grant, to submit the program proposal for the FEMA funds. The proposal was due July 13, 1990, and has already been submitted.
  2. Mr. Sucich advises that it is the Fire Department's intent to submit a proposal to FEMA for a second year of funding for this two-year project for FY 1991-92. The proportion of FEMA funds to local matching funds would be the same for the second year. According to Mr. Sucich, the Department anticipates that the project would be fully operational at the end of the two-year period. Mr. Sucich advises that once the project is fully operational, the Department would absorb the ongoing cost to administer the project, which the Department believes would be minimal.
  3. Attached is the Fire Department's "Summary of Grant Request" prepared by the Fire Department for this Federal grant.

**Recommendation:** Approve the proposed resolution.

Item No. \_\_\_\_\_

## Fire Department- Summary of Grant Request

Rev. 4/10/90

Grantor Federal Emergency Management Agency  
 Contact Person H. Robert Weiss  
 Address 500 "C" Street S.W. Room 726  
Washington, D. C. 20472  
 Amount Requested \$ 10,000  
 Term: From July 1, 1990 To June 30, 1991

Division Office of Emergency Services  
 Section \_\_\_\_\_  
 Contact Person John Suchich  
 Telephone 554-6164  
 Application Deadline July 13, 1990  
 Notification Expected \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

**I. Item Description:** Request to ~~(apply for)~~ ~~(accept and expend)~~ a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 10,000 from the period of July 1, 1990 to June 30, 1991 to provide \_\_\_\_\_ services.

**II. Summary:** (Context/history; need addressed; number + groups served; services and providers)

The proposed Federal grant would be used to fund the first year of a new project designed to provide immediate information to non-English speaking populations in San Francisco; in the event of a natural or man-made disaster.

**III. Outcomes/Objectives:**

Primary objectives include-organizing and training small groups of bilingual volunteers who would go to specific non-English speaking neighborhood population centers immediately after an earthquake or other disaster for the purpose of notifying the population of what actions continued on attached sheet

**IV. Effects of Reduction or Termination of These Funds:**

If Federal funds are reduced or terminated, the Fire Department would have to cancel or reduce the scope of the project until such time as additional funding could be acquired.

**V. Financial Information:**

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	<u>N/A</u>	<u>N/A</u>	<u>\$10,000</u>			
Personnel			<u>2,000</u>		<u>\$3,345</u>	
Equipment			<u>5,625</u>			
*Contract Svc.						
Mat. & Supp.			<u>1,799</u>			
Facilities/Space						
Other			<u>100</u>			
Indirect Costs			<u>476</u>			

**VI. Data Processing**

(costs included above)

**VII. Personnel**

F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

General Fund

Will grant funded employees be retained after this grant terminates? If so, how?

N/A

**\*VIII. Contractual Services:** Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)

III. Outcomes/Objectives: (Continued)

should be taken. The proposed project would target 10 geographic population centers in the City, involving the following 10 languages: Spanish, Cantonese, Mandarin, Korean, Vietnamese, Cambodian, Lao, Hmong, Samoan and Tagalog.

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Item 1h - File 64-90-33

**Departments:** Department of Public Health (DPH)  
Real Estate Department

**Item:** Resolution authorizing a new lease of real property

**Location:** 1370 Mission Street (entire 2nd floor)

**Purpose of Lease:** Expanded office space and a conference room for the Sexually Transmitted Disease (STD)/AIDS Program

**Lessor:** Vilo Properties Inc.

**No. of Sq. Ft. and Cost per Month:** 2,306 sq. ft. @ \$.80 sq. ft./mo. = \$1,845

**Annual Cost:** \$22,140

**Term of Lease:** The proposed lease would commence on the date the proposed legislation is approved by the Board of Supervisors and the entire premises are available for occupancy, whichever occurs later, and would expire December 31, 1993.

**Janitorial Services and Utilities**

**Paid by:** The City - these costs are included in the \$1,845 monthly rental.

**Source of Funds:** Federal Aids Counseling and Testing Grant Funds

**Comments:**

1. The DPH's STD/AIDS Program is currently occupying 2,040 sq. ft. of space on the ground floor at 1372 Mission Street, which is adjacent to the proposed leasehold site. The total annual rent for this space is \$23,760. As noted above, the proposed lease would provide expanded office space and a conference room for the STD/AIDS Program, at a total additional annual cost of \$22,140, bringing the STD/AIDS Program's total annual rental costs to \$45,900.
2. Ms. Wendy Wolfe of the DPH reports that the current ground floor facility at 1372 Mission Street is used to house the STD/AIDS Program's Information, Education and Training offices and to conduct post-test counseling and education sessions for clinic patients tested for HIV antibodies at the City Clinic located at 356 7th Street. According to Ms. Wolfe, while the post-test counseling and education sessions are conducted at the 1372 Mission Street facility, the eight counseling and special studies staff, along with two support staff, who are directly responsible for

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**BUDGET ANALYST**

conducting these sessions are currently occupying office space at the City Clinic located at 356 7th Street.

3. Ms. Wolfe advises that the proposed new lease is necessary because, the number of patients receiving post-test counseling and education sessions has increased threefold, from approximately 200 clients per month to approximately 600 clients per month since the Department initially leased this ground floor facility in 1988. According to Ms. Wolfe the increase in the patient caseload has resulted in (1) overcrowding and the need for additional space to conduct the counseling and education sessions and (2) has made it increasingly difficult and inconvenient for the staff assigned to conduct the post-test counseling and education sessions to carry out their job responsibilities without having immediate access to the space needed to conduct these sessions.

4. The proposed lease would permit the DPH to relocate the 15 staff assigned to the Information, Education and Training offices, from the 1372 Mission Street facility, to the new location at 1370 Mission. The vacated premises at 1372 Mission Street would then be used for expanded space to conduct counseling and education sessions and to provide office space for the eight counseling and special studies staff and two support staff, currently housed at the City Clinic.

5. Mr. Phil Aissen of the Real Estate Department reports that the proposed lease at 1370 Mission Street would provide approximately 128 sq. ft. of office space for each of the 15 staff assigned to the Information, Education and Training offices (excluding the conference room). According to Mr. Aissen, the 1372 Mission Street facility would provide approximately 130 sq. ft. of office space for each of the ten staff assigned to the post-test counseling and education activities.

6. Mr. Michael Bala, Associate Director, of the AIDS Office reports, that the Federal Aids Counseling and Testing Grant Funds are categorical and therefore can only be used for specific purposes. Mr. Bala advises therefore, that the impending State funding cuts to health programs would not likely impact on the Department's intended use of these grant funds to fund the proposed lease.

7. The Real Estate Department reports that the proposed lease amount represents the fair market rental for the property.

**Recommendation:** Approve the proposed resolution.



Item 1i - File 47-90-7

1. The proposed resolution would authorize the establishment of a special validation stamp rate for American Multi Cinema, Inc. (AMC) at the Japan Center and Fillmore Annex Garages.

2. The proposed resolution would allow the Western Addition Parking Corporation (WAPC) which operates the City-owned Japan Center and Fillmore Annex Garages, to issue validation stamps to AMC at the rate of \$1.25 in 1990, \$1.35 in 1991, and \$1.45 in 1992, for three hours for patrons of the AMC Theater in the Japanese Cultural Center Complex.

3. Mr. Kevin Hagerty of the Parking and Traffic Commission reports that AMC and WAPC had a three-year special validation stamp agreement for 1987, 1988 and 1989. Under this previous agreement, AMC provided free parking to its patrons by reimbursing WAPC at a rate of \$1.05 per three hours of patron parking. This previous agreement also included a minimum guarantee by AMC to purchase at least \$150,000 worth of validation stamps in 1987, \$157,500 worth of validation stamps in 1988 and \$165,375 worth of validation stamps in 1989. The minimum guarantee helped provide WAPC with a steady revenue source, allowing it to expand the service hours and hire a parking attendant at the Fillmore Garage. The previous agreement expired on December 31, 1989.

4. WAPC and AMC have agreed to eliminate the minimum guarantee from the proposed new agreement, however, as indicated above, the rates would increase each year under the proposed agreement. Since the proposed agreement expired on December 31, 1989, AMC and WAPC have agreed that the new 1990 proposed rate of \$1.25 would be retroactive back to January 1, 1990. AMC would therefore be required to reimburse WAPC an additional \$0.20 (\$1.25 less \$1.05) for each validation stamp used since January 1, 1990.

5. In addition, while under the previous agreement AMC theater patrons received free parking, under the proposed new agreement, AMC would have the option to pass on part of the cost of the special parking rate to its patrons. AMC has indicated that it has no intention of passing on any parking costs to its patrons during 1990. AMC reports however, that it may be forced to charge patrons for part of the parking costs if it becomes unprofitable to provide entirely free parking in the future.

6. The Japan Center and Fillmore Annex Garages are City-owned. WAPC, a non-profit organization, operates the garages for the City. WAPC's projected operating costs for FY 1990-91 are \$940,000. Mr. Hagerty reports that the projected FY 1990-91 revenue from the Japan Center and Fillmore Garages is \$1.4 million. The revenue in excess of WAPC's operating expenses, or approximately \$460,000 in FY 1990-91, is used to pay off the garages' construction bonds issued in 1965. Mr. Richard Dole of WAPC reports that the City benefits from the agreement with AMC because it fills the garages during usually low-demand hours.

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7. According to Mr. Hagerty, the original special validation stamp agreement was in part a result of neighborhood concerns that the AMC theater would increase the number of cars parking in the neighborhood. Mr. Dole of WAPC reports that thus far they have had no complaints from neighborhood residents and that the number of AMC patrons using the garages has increased steadily each year. Based on the first six months of this year, the expected 1990 usage is 157,044 theater patrons.

**Recommendation**

Approve the proposed resolution.

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Item 1j - File 7-90-7

**Departments:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the San Francisco Municipal Railway to enter into a contract with New Flyer Industries, Limited for the purchase of thirty-five (35) articulated trolley buses.

**Amount of  
Contract:** \$22,791,418

**Description:** The San Francisco Municipal Railway (MUNI), in conjunction with the Purchasing Department, proposes to enter into a contract with New Flyer Industries, Limited of Winnipeg, Manitoba, Canada to purchase 35 new articulated trolley buses. MUNI plans to begin replacing its existing trolley coach fleet with these articulated trolley buses.

MUNI and Purchasing used a negotiated procurement procedure as allowed by Section 7.200 of the San Francisco Charter. Selection of the vendor was based on a combined score determined by bid price and the technical specifications of the bus as proposed by the vendors.

Purchasing invited a total of eighteen firms to bid on the purchase contract. Of the eighteen firms invited to bid, three firms each submitted two proposals for a total of six proposals. A summary of the scoring of the six proposals is presented below:

<u>Proposer</u>	<u>Price Score</u>	<u>Technical Score</u>	<u>Total</u>
New Flyer Industries w/ General Electric Propulsion *	52.0	35.5	87.5
New Flyer Industries w/ Westinghouse Propulsion	41.5	32.5	74.0
Breda w/ General Electric Propulsion	36.7	31.0	67.7
Breda w/ Westinghouse Propulsion	33.8	29.0	62.8
Mitsui and Company w/ Mitsubishi AC Propulsion	58.5	16.25	74.75
Mitsui and Company w/ Mitsubishi DC Propulsion	60.0	15.0	75.0

\* Bid selected for contract award.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The details of the proposed purchasing contract are as follows:

Management, engineering, tooling and testing \$513,240

These funds would be used for design, engineering, and manufacturing to modify an existing diesel powered articulated coach model into an articulated electric trolley coach.

35 new articulated trolley buses @ \$612,000 per coach 21,420,000

Training 94,215

These funds would be used to train MUNI transit operators on the operation of the articulated trolleys and to train maintenance crews on the proper maintenance of the various electronic parts in the new trolleys.

Operating, maintenance, and parts manuals \$237,523

Because the articulated trolley coaches would be entirely new, these funds would be used to develop and produce manuals for operation, maintenance, and parts.

Diagnostic test equipment, separate from the purchase of the coaches 515,400

These funds would be used to purchase special diagnostic machines that monitor the performance of the various electronic parts in the trolley coaches.

Two (2) scissors jack/dolly @ \$5,520 each

The scissors jack/dollies would be used to remove and transport the electric motors from the trolleys for maintenance.

11,040

Total purchase \$22,791,418

**Comments:**

1. Not included in the purchase price of \$22,791,418 is the estimated sales tax of \$1,591,117 to be paid to the State of California, for a total cost of approximately \$24,382,535. Of the total estimated sales tax, approximately \$493,795 would be paid with State Transit Assistance funds and other State funding sources, which the PUC's Finance Division has not identified yet. Ms. Kathleen Kelly of the PUC's Finance Division states that local General Fund monies would not be used. The remaining \$1,097,322 would be paid through UMTA Section 3 grant funds.
2. Including all costs associated with the purchase, each articulated trolley bus will cost approximately \$696,644.
3. In February of 1990, the Board of Supervisors authorized MUNI to apply for, accept, and expend Urban Mass Transit Administration (UMTA) Section 3 Capital Assistance grant funds to finance the purchase of the articulated trolleys. The original grant request specified that 60 articulated trolleys would be purchased at a cost of \$500,000 per trolley, including sales tax, for a total of \$30 million. Other project costs were estimated at \$2,500,000 for a total grant project estimate of \$32,500,000. However, Ms. Kelly reports that MUNI did not receive the total grant amount of \$32,500,000 consisting of \$24,375,000 from the UMTA Section 3 grant funds and \$8,125,000 from local matching sources. MUNI actually received \$18,411,750 in UMTA grant funding and \$6,337,500 in local matching State Transportation Planning and Development and San Francisco Municipal Railway Improvement Corporation funds for a total of \$24,749,250. In addition, the bid cost for purchasing the articulated trolley coaches was 39 percent higher than expected. Therefore, the lower level of funding coupled with the higher than expected cost of the trolleys allowed MUNI to only negotiate a purchase for 35 articulated trolleys.
4. MUNI intends to begin replacing its existing trolley fleet with these new articulated trolley coaches. Mr. Elmer Nelson, the Project Manager at MUNI, reports that because of the larger size of the articulated trolley coaches, MUNI will be able maintain current operating capacity and replace three existing trolleys for every two new articulated trolley coaches brought into operation. Given that MUNI is purchasing 35 articulated trolley coaches, MUNI will retire 52 existing trolley coaches.

5. Mr. Nelson further reports that MUNI estimates that operating costs for the new articulated trolley coaches will be ten percent higher per coach as compared to the existing trolley coaches. However, according to Mr. Nelson, overall repair costs would remain about the same as the existing trolley coaches because MUNI would be operating fewer trolley coaches. In addition, the passenger capacity per trolley coach would increase by 50 percent. Mr. Nelson also points out that personnel costs would decrease because of the fewer number of trolley coaches that MUNI would have to operate.

6. Ms. Kelly also advises that under UMTA grant regulations, MUNI may exercise an option to purchase no more than 50 percent of the total number of articulated trolleys specified in the original purchase, which is, in this case, 17 additional articulated trolley coaches (50% of 35 articulated trolley coaches). Assuming funding is available, MUNI would be able to purchase 17 more articulated trolley coaches for up to one year, at the \$612,000 price under this contract, for a total of 52 articulated trolley coaches, which is eight less than the 60 MUNI intended to purchase with the grant funding. MUNI and PUC Finance have not yet identified funding to purchase the 17 articulated trolleys that would be under option.

7. Mr. Robert C. Highfill, Chief Equipment Engineer of MUNI, expects that New Flyer Industries will deliver a prototype articulated trolley coach for testing by the end of calendar year 1991. Production and delivery of the articulated trolley coaches to MUNI will begin in 1992.

**Recommendation:** Approve the proposed resolution.



Item 1k - File 147-89-3.1

**Department:** Public Library

**Item:** Release of reserve

**Amount:** \$16,000

**Description:** The Board of Supervisors previously approved a resolution to apply for, accept and expend a new Federal grant (File 147-89-3), totalling \$210,000, to fund a Partnerships for Change Program, at the Mission Branch Library. However, \$16,000 was reserved for the purchase of computer equipment, pending the Electronic Information Processing Steering Committee's (EIPSC) approval. The Library has confirmed that the grant funds in the amount of \$208,485 have been received, which is \$1,515 less than the anticipated amount of \$210,000. The reduction in grant funds reduced the number of personnel hours available for the Program.

The Federal grant funds are to be used in the Mission Branch Library to develop, adapt and expand existing Library Services to reach the surrounding ethnic community. The proposed computer equipment would enable the Mission Branch Library to provide public access to computers to narrow the computer literacy gap in low-income immigrant populations.

The Mission Branch Library intends to place one computer in the children's section and one in the adult section. The computer equipment will assist the Library in a future networking program. According to Mr. Steve Cady, from the Mission Branch Library, the computers will also be used to publish a bi-monthly newsletter using bi-lingual software capable of Chinese and Spanish, for the surrounding community.

EIPSC has reviewed the Public Library's request for computer equipment and has approved the following computer hardware and software totalling \$16,000 as follows:



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2 - Macintosh SE 30	\$4,700
40 Mb hard drive, 1 Mb RAM which can be expanded to 8 Mbs, and a mouse	
2- Extended keyboards	320
1 - Apple Laserwriter II SE printer	1,959
1- Apple Laserwriter II NTX printer	4,199
2- AppleTalk cables	105
2- Power strips	150
2- Dust covers for PCs	60
2- Dust covers for laser printers	30
2- Mouse pads	30
Sales Tax	838
Maintenance	1,500
Software	<u>2,109</u>
Total (Including installation)	\$16,000

**Comment:**

The proposed computer equipment has a one-year warranty which includes the cost of maintenance. Therefore, the \$1,500 maintenance cost listed above would cover the second year maintenance costs for the proposed computer equipment. Thereafter, the annual maintenance costs are projected to be approximately \$1,600 per year and funds to pay for this cost will be included in the Department's annual maintenance budget.

**Recommendation:**

Approve the release of reserve funds in the amount of \$16,000.

Item 11 - File 146-89-47.1

**Department:** Department of Public Health (DPH), Community Public Health Services

**Item:** Release of reserve

**Amount:** \$5,600

**Description:** The Board of Supervisors previously approved a resolution (File 146-89-47) authorizing the DPH to apply for, accept and expend a Federal grant in the amount of \$290,646, to fund a project to (1) evaluate the use of condoms among persons who are at a high risk of contracting and transmitting sexually transmitted diseases and (2) design and implement methods to increase condom use among high risk populations. At the same time, the Board of Supervisors reserved \$5,600 of the grant amount which was earmarked for the purchase of data processing equipment and software pending the Electronic Information Processing Steering Committee's (EIPSC) approval.

EIPSC has reviewed the DPH's request for the data processing equipment and software and has approved the following computer hardware and software, totalling \$4,928 as follows:

Personal Computer and Monitor	\$4,504
Software	<u>424</u>
Total	\$4,928

**Comment:** As noted above, EIPSC has approved DPH's purchase of data processing equipment and software, in the amount of \$4,928, which is \$672 less than the \$5,600 originally placed on reserve for this purpose.

**Recommendation:** Approve the release of reserve funds in the amount of \$4,928 and continue to reserve \$672.



Memo to Finance Committee  
August 15, 1990

Item 1m - File 101-89-128.1

**Department:** Department of Public Health (DPH)

**Proposed Action:** Release of reserved funds previously approved for computer equipment for the Proposition 99 - Tobacco Tax Health Education Program. The funds were reserved pending approval of the Electronic Information Processing Steering Committee (EIPSC).

**Amount:** \$14,606

**Source of Funds:** Proposition 99 - Tobacco Tax monies

**Description:** On June 11, 1990, the Board of Supervisors approved an ordinance (File 101-89-128) appropriating \$33,613 for the Tobacco Tax Health Education Program and placing \$15,467 for computer equipment on reserve pending EIPSC approval. The DPH has received EIPSC approval for computer equipment totalling \$14,606 and is now requesting a release of these funds for the following:

<u>Qty</u>	<u>Description</u>	<u>Amount</u>
3	Compaq 386SX (@ \$3,050 each)	\$9,150
	4MB of memory, 40 MB hard drive and controller, VGA color monitor and controller, serial and parallel ports, clock and Compaq DOS. Assembled and tested.	
1	Brothers laser printer with cable	1,700
1	Printer sharing switch and card	385
3	Cables and connectors	360
1	Hayes compatible 2400 baud internal modem	250
2	Multimate 4.0 word processing	544
2	Lotus 1-2-3 version 2.2	670
1	Cross Talk communications software	245
1	Harvard Graphics	315
	Sales Tax (@ 7.25 percent)	<u>987</u>
	Total	\$14,606

**Comment:** EIPSC estimates that the annual maintenance costs for the computer equipment would be approximately \$1,300 annually. Ms. Alyonik Hrushow of the DPH reports that the maintenance costs are included in the DPH's FY 1990-91 budget.

**Recommendation:** Release the reserved funds in the amount of \$14,606.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Items 2 and 3 - Files 101-90-3 and 102-90-3

**Department:** Juvenile Probation

**Items:** Ordinance (File 102-9-3) to amend the 1990-91 Annual Salary Ordinance to add one 7334 Stationary Engineer position and a Supplemental Appropriation Ordinance (File 101-90-3) to fund the new position and other operating costs for asbestos abatement and roof repair at the Youth Guidance Center.

**Amount:** \$515,441

<b>Source of Funds:</b>	General Fund - General Reserve	\$59,441
	Capital Improvements Reserve	<u>456,000</u>
	Total	\$515,441

**Description:** The proposed Annual Salary Ordinance amendment (File 102-90-3) would create one, new 7334 Stationary Engineer position having a biweekly salary range of \$1,329 to \$1,611 and a maximum annual salary, at the top step, of \$41,886. The proposed new position would be classified by Civil Service in September, 1990.

The proposed Supplemental Appropriation (File 101-90-3) would increase the 1990-91 Juvenile Probation budget for the Youth Guidance Center as follows:

Permanent Salaries - Craft	\$47,268 *
Mandatory Fringe Benefits	12,173 *
Facilities Maintenance Project	<u>456,000</u>
	\$515,441

\* These amounts were erroneously calculated based on the creation of a higher paid position of 7335 Senior Stationary Engineer. The appropriate reduction is discussed in Comment 4, below.

The proposed creation and funding of a new Stationary Engineer position is necessary to meet Occupational Safety and Health Administration (OSHA) standards for the performance of preventative and regular maintenance at the Youth Guidance Center's cottages and buildings. According to OSHA standards a Stationary Engineer is required to perform maintenance activities. The Youth Guidance Center's currently budgeted four Stationary Engineer positions operate, maintain and monitor the boiler around the clock as required by State laws regarding boiler operations and are, therefore, not available to perform maintenance activities.

The proposed \$456,000 of funding for a new Facilities Maintenance Project would provide asbestos abatement at the Youth Guidance Center (YGC). According to Mr. Fred Jordan, Chief Probation Officer, YGC has multiple asbestos problems. Ceiling and flooring materials contain asbestos. Heating and ventilation pipe insulation in the Administration Building contain asbestos and are leaking. Pipe insulation in the boys and girls gymnasiums and in the storeroom contain asbestos. One of the holding cells in the Courtroom also contains asbestos. All of these areas require asbestos abatement and the roof needs to be repaired because the roof leaks. Leaking water from the roof and from the overhead pipes dissolves asbestos from the ceilings and from insulation on the pipes which is then deposited on furniture and floors in working and living areas. When the water evaporates, free asbestos coats the furniture and floors where it can easily be inhaled by the occupants.

To alleviate these asbestos problems, Juvenile Probation and the Department of Public Works (DPW) propose to repair the roof and leaking, overhead water pipes and to remove or seal off asbestos. DPW has estimated the costs, as follows:

Remove all asbestos pipe insulation in Boys and Girls Gymnasiums	\$35,000
Remove asbestos pipe insulation and encapsulate asbestos containing material on duct work and repair duct insulation in Storeroom	28,000
Repair all leaking pipes above acoustical ceiling in Administration Building and remove asbestos in Holding Room	90,000
Seal tunnels containing asbestos insulation wrapped pipes and purchase necessary equipment including negative air pressure machines and material for workers	43,000
Roofing Repair	<u>260,000</u>
Total	\$456,000

**Comments:**

1. A resolution declaring that an emergency exists which requires immediate asbestos abatement at the YGC under Section 6.30 of the Administrative Code was approved by the City Services Committee on August 7, 1990 (File 259-90-1).

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



2. The Department of Public Works has submitted a revised estimate of the cost of sealing the utility tunnels containing asbestos materials based on an estimate submitted by the contractor. The revised estimate would increase the tunnel sealing cost by \$32,000 from \$43,000 to \$75,000 which would increase the total project cost to \$488,000.

3. The Capital Improvement Advisory Committee reports that the proposed asbestos abatement project totalling \$488,000 is in conformity with the Six-year Capital Expenditure Plan and recommends the Capital Improvements Reserve as the source of funding.

4. An amended Supplemental Appropriation Ordinance has been submitted to the Board of Supervisors which increases the proposed supplemental appropriation from \$515,441 to \$547,441, an increase of \$32,000 based on the revised estimate on the cost of sealing the tunnels in Juvenile Hall. The proposed amended Supplemental Appropriation Ordinance will be introduced at the August 15, 1990 Finance Committee meeting.

5. As noted in the Description, above, the salary and fringe benefit costs included in the proposed Supplemental Appropriation Ordinance for the 7334 Stationary Engineer position were overstated. The necessary reductions to correct this overstatement and to recognize a delay in hiring because the earliest the proposed new position can be approved is September 10, 1990, are as follows:

	Proposed Supplemental Request	Reduction to Lower Classification	Subtotal	Reduction for Hiring Delay	Total Funding Needed
Permanent Salaries - Craft	\$47,268	\$(5,382)	\$41,886	\$(8,055)	\$33,831
Mandatory Fringe Benefits	<u>12,173</u>	<u>(1,219)</u>	<u>10,954</u>	<u>(1,824)</u>	<u>9,130</u>
Total	\$59,441	\$(6,601)	\$52,840	\$(9,879)	\$42,961

6. The proposed Supplemental Appropriation Ordinance should be amended to effect the increase detailed in Comment 2 and 4 (as reflected in the amended Supplemental Appropriation Ordinance which will be introduced at the August 15, 1990 Finance Committee meeting) and the reduction detailed in Comment 5, as follows:

	Proposed Supplemental Appropriation <u>Requested</u>	Reduced Salary and <u>Benefits</u>	Proposed Supplemental Appropriation <u>as Amended</u>
<u>Sources of Funds</u>			
General Fund - General Reserve	\$59,441	\$(16,480)	\$42,961
Capital Improvements Reserve	<u>488,000*</u>	_____	<u>488,000</u>
Total Sources of Funds	\$547,441	\$(16,480)	\$530,961

Uses of Funds

Permanent Salaries - Craft	47,268	\$(13,437)	\$33,831
Retirement	7,090	(2,015)	5,075
Social Security	3,616	(1,028)	2,588
Health Service	1,467		1,467
Facilities Maintenance Project	<u>488,000*</u>	_____	<u>488,000</u>
Total Uses of Funds	\$547,441	\$(16,480)	\$530,961

\*Includes additional \$32,000 for increased cost to seal tunnels.

**Recommendations:** 1. Approve the proposed amended Supplemental Appropriation Ordinance to increase the total appropriation by \$32,000 from \$515,441 to \$547,441 for the additional tunnel sealing costs.

2. Amend the proposed Supplemental Appropriation Ordinance (File 101-90-3) to reflect the reduction of costs from the lower classification and delayed hiring of the proposed position as detailed in Comment 6, above, and approve as amended.

3. Approve the proposed Ordinance (File 102-90-3) to amend the Annual Salary Ordinance.

Item 4 - File 96-90-3

- Departments:** Department of Public Works (DPW)  
Real Estate  
Mayor's Office of Housing
- Item:** The proposed ordinance would authorize the sale of surplus City-owned property and adopt findings pursuant to Planning Code Section 101.1.
- Location:** Lot 37 in Assessor's Block 805, adjacent to Webster Street between Grove and Ivy Streets.
- Purpose:** Lot 37, Block 805 would be sold to the Progress Foundation for the purpose of constructing two homes for low income clients of the mental health system.
- Sale Price:** \$90,000
- Description:** The City acquired Lot 37, Block 805 in 1971 as part of a larger parcel purchased for the widening of Webster Street. The lot was subsequently not used in the project and has been vacant since the completion of the project in 1972.
- In December of 1987, the Director of Property and the Department of Public Works determined that the Lot 37, Block 805 is surplus property and not required for municipal purposes.
- The Department of City Planning reports that the sale of this property is in conformity with the Master Plan and consistent with the eight priority policies of Planning Code Section 101.1 (Proposition M).
- The Director of Property has made an appraisal to determine the fair market value of the vacant property, per Charter Section 7.401, and has determined the value to be \$90,000. The Progress Foundation, a non-profit organization, has offered to purchase the property for \$90,000.
- Comments:** 1. According to Mr. Mark Trotz of the Mayor's Office of Housing, the Progress Foundation has received a loan commitment in the amount of \$265,000 from the Mayor's Office of Housing. This loan would be from the Federal Community Development Block Grant Site Acquisition Fund (CDBG), which the Mayor's Office of Housing administers. The loan would cover the purchase price of the property plus some construction costs of the proposed two four-bedroom houses. The loan would be for a fifty year term and according

to Mr. Trotz, if the Progress Foundation's units continually meet the low-income housing requirements specified in the loan agreement, the repayment of the \$265,000 CDBG loan can be put off indefinitely.

2. The Progress Foundation has also applied for a Proposition 84 Construction Financing Grant from the State in the amount of \$190,909. In addition, the Progress Foundation has applied for a \$95,800 mortgage from SAMCO, a firm which specializes in financing options for low-income housing projects. The following charts summarize the Progress Foundation's projected construction budget and financing plans.

Project Budget:

Site Acquisition Costs	\$108,266 *
Construction Costs	<u>443,443</u>
Total Project Budget	\$551,709

Financing Plans

SAMCO Mortgage	\$95,800
(at 9.75% for 30 years)	
Proposition 84 Grant	190,909
(at 3% for 40 years, deferred)	
City Loan	<u>\$265,000</u>
Total Financing Plan	\$551,709

\* Site acquisition costs would include the \$90,000 purchase price, which is the subject of the proposed ordinance, plus \$18,266 in appraisal fees and closing costs.

3. The Progress Foundation projects a positive cash flow for the next 20 years. Assuming rents at \$242.00 per room for eight rooms per month, this would generate a gross annual income of \$22,535 for the project, including a vacancy/loss reserve. The Progress Foundation projects annual operating expenses of \$10,143, which includes reasonable allocations for management, maintenance, taxes, insurance and utilities. The Progress Foundation's budget also includes an additional \$2,511 (\$2,046 plus \$465) in Replacement and Operating Reserves for use in case of capital equipment or operating revenue emergency. The Progress Foundation anticipates the following cash flow for the first year:

Memo to Finance Committee  
August 15, 1990

Operating Income and Expenses, Year One

Gross Income	\$22,535
Total Expenses	<u>(10,143)</u>
Net Operating Income	\$12,392
Less Debt Service	(9,877)
Replacement Reserves	(2,046)
Operating Reserves	<u>(465)</u>
Cash Flow	\$4

4. Mr. Larry Ritter of the Real Estate Department reports that because this is a sale to a non-profit organization for a public benefit at the fair market value, no competitive bidding process is required.

5. The \$90,000 received from the sale of Lot 37, Block 805 would be credited to the Special Gas Tax Street Improvement Fund because the property was purchased with money from this Fund in 1971. California State law requires that if property is purchased with money from the Special Gas Tax Street Improvement Fund, the money must be returned to the Fund if the property is sold.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.





Item 5 - File 101-89-149

Note: This item was continued from the June 6, 1990 Finance Committee meeting.

**Department:** Fire Department

**Item:** Supplemental Appropriation Ordinance to fund the purchase of a temporary Emergency Operation Center.

**Amount:** \$680,000

**Source of Funds:** Interest earned on 1986 Fire Protection Bond (Proposition A) funds

**Description:** In November, 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). Funds from the bond sale in the amount of \$46,200,000 are to be used for the improvement of the City's fire protection system including the construction of a high pressure water system and a new Emergency Operation Center. The new Emergency Operation Center, to be located at the Central Fire Alarm Station, was to be funded from the second issuance (sale) of the Proposition A bonds in November, 1990.

According to the original plan for construction of the new Emergency Operation Center (EOC), the new facility would be completed by the year 2000. However, the October 17, 1989, earthquake demonstrated that the existing EOC is inadequate and that a larger, better equipped Emergency Command Center (ECC) is needed immediately for temporary use until construction of the new Center is completed. Therefore, the Fire Department proposes purchasing and installing three modular buildings (prefabricated buildings that are tailored to the desired site and permanently mounted on concrete foundations) at a total cost of \$680,000. The proposed location of the ECC is on Fire Department property at 1003 Turk Street adjacent to Department of Recreation and Park property. The Bureau of Architecture has provided the attached preliminary cost estimate (Attachment I) and site floor plan (Attachment II) for the proposed ECC. (The \$685,000 cost estimate was prepared after submission of the proposed legislation which estimated the cost at \$680,000.)

The proposed modular Emergency Command Center purchase and installation costs would be funded from interest earned on the proceeds of the first Proposition A bond issuance that the City Treasurer invested until actually needed for high pressure water system costs.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Design Budget:**

A portion of the funds totalling \$75,000 for design is requested for release immediately in order to determine a firm total cost of the proposed ECC. The design funds would be distributed as follows:

Bureau of Architecture		
Site Survey	\$8,000	
Management and Coordination	16,000	
Services to Fire/ Rec. Park Depts	<u>3,000</u>	
Subtotal		\$27,000
Bureau of Engineering		
Site Survey	\$2,600	
Structural Engineering	14,000	
Mechanical Engineering	6,000	
Electrical Engineering	12,000	
Landscaping	<u>5,000</u>	
Subtotal		39,600
Soils Report Consultant (bids to be invited from Human Rights Commission MBE/WBE list)		3,400
Contingency	<u>5,000</u>	
Total		\$75,000

**Comments:**

1. Mr. Calvin Malone advises that the Capital Improvement Advisory Committee (CIAC) has approved the purchase and installation of a modular Emergency Command Center using Proposition A bond interest funds.
2. According to Mr. Mark Dorian of the Bureau of Architecture, the proposed contingency amount as identified in Attachment I would be reduced by \$5,000 from \$50,000 to \$45,000 in order to equal the total amount available in the proposed legislation.
3. The Mayor's Office has requested that the subject \$680,000 Supplemental Appropriation Ordinance be divided into two separate parts, a separate \$75,000 supplemental appropriation to cover proposed design costs for the ECC and a companion \$605,000 supplemental appropriation for proposed construction costs. The Budget Analyst concurs with the Mayor's request for separate legislation and recommends that the \$75,000 for design costs be approved and that the \$605,000 for construction costs be reserved pending the outcome of the ECC's design phase.

4. The Department of City Planning has recently submitted a Final Negative Declaration (File 101-89-149.1) for the proposed ECC. To date, the Final Negative Declaration has not been approved by the Board of Supervisors. Review of the proposed \$605,000 supplemental appropriation should occur after the Board of Supervisors takes action on the proposed Final Negative Declaration legislation.

**Recommendations:** If the Finance Committee approves the request of the Mayor's Office to divide the subject legislation into two separate parts as identified in Comment 3, approve the \$75,000 Supplemental Appropriation for design costs, and continue the \$605,000 Supplemental Appropriation for construction costs.

Otherwise, if the subject legislation is not divided into two separate Supplemental Appropriations, continue the proposed Supplemental Appropriation Ordinance until it can be calendared concurrently with related legislation adopting a Final Negative Declaration.



BUREAU OF ARCHITECTURE  
MEMORANDUM

Attachment I

DATE : May 17, 1990

Dick Evans,  
Director of Public Works

SUBJECT: ESTIMATE FOR  
EOC MODULES

Norman Karasick,  
City Architect

In accordance with your request the following is a breakdown  
of the preliminary costs for the E.O.C. project:

Modules with equipment:

2	Large Modules @	90,000	
1	Small Module @	45,000	\$225,000

Emergency Generator: 100,000

Subtotal \$325,000

Site Work:

Foundation/Excavation  
Concrete Slabs  
Utilities  
Disabled Access Ramp  
Decks/Railings  
Landscaping/Fencing  
Miscellaneous Finishes

Subtotal Site Work \$100,000

Total Unadj. Const. Cost \$425,000

General Conditions & Contractors OHP (25%): 110,000

Total Construction cost \$535,000

Contingency: 50,000

Design: 75,000

CM: 25,000

TOTAL PROJECT COST: \$685,000

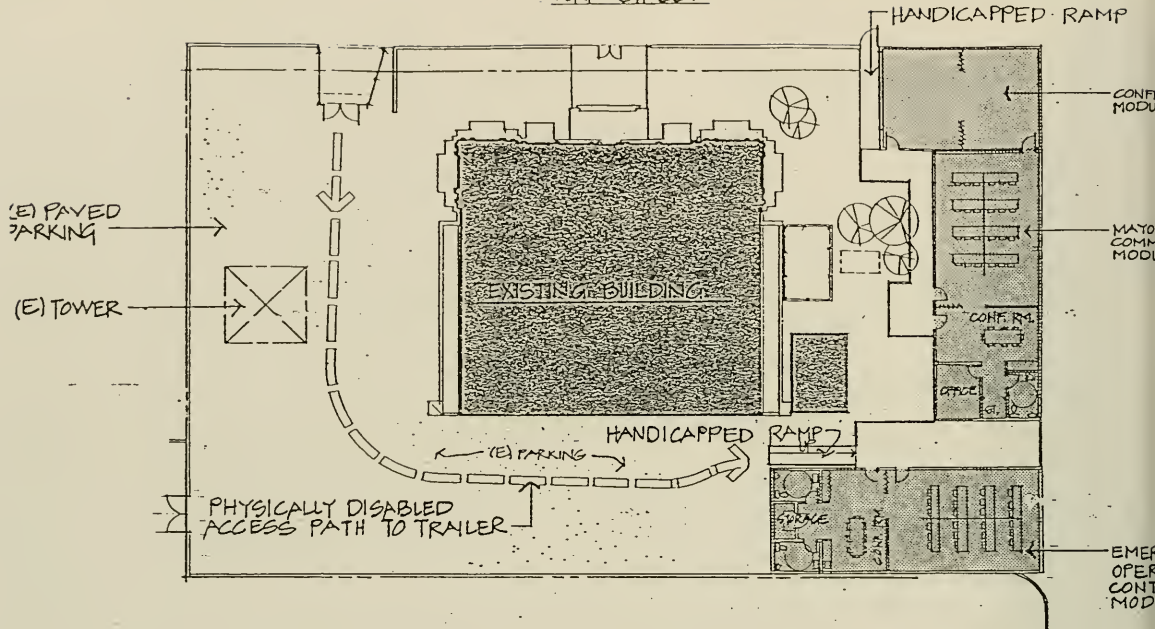
Please contact Bruce Flynn or Mark Dorian of my  
staff for any questions at 558-4982.

BF/HMD:mh

cc: 265,300(2)  
Joanne Cooney  
Mark Primeau  
Jorge Alfaro

SIGNED 

TURK STREET



SITE PLAN

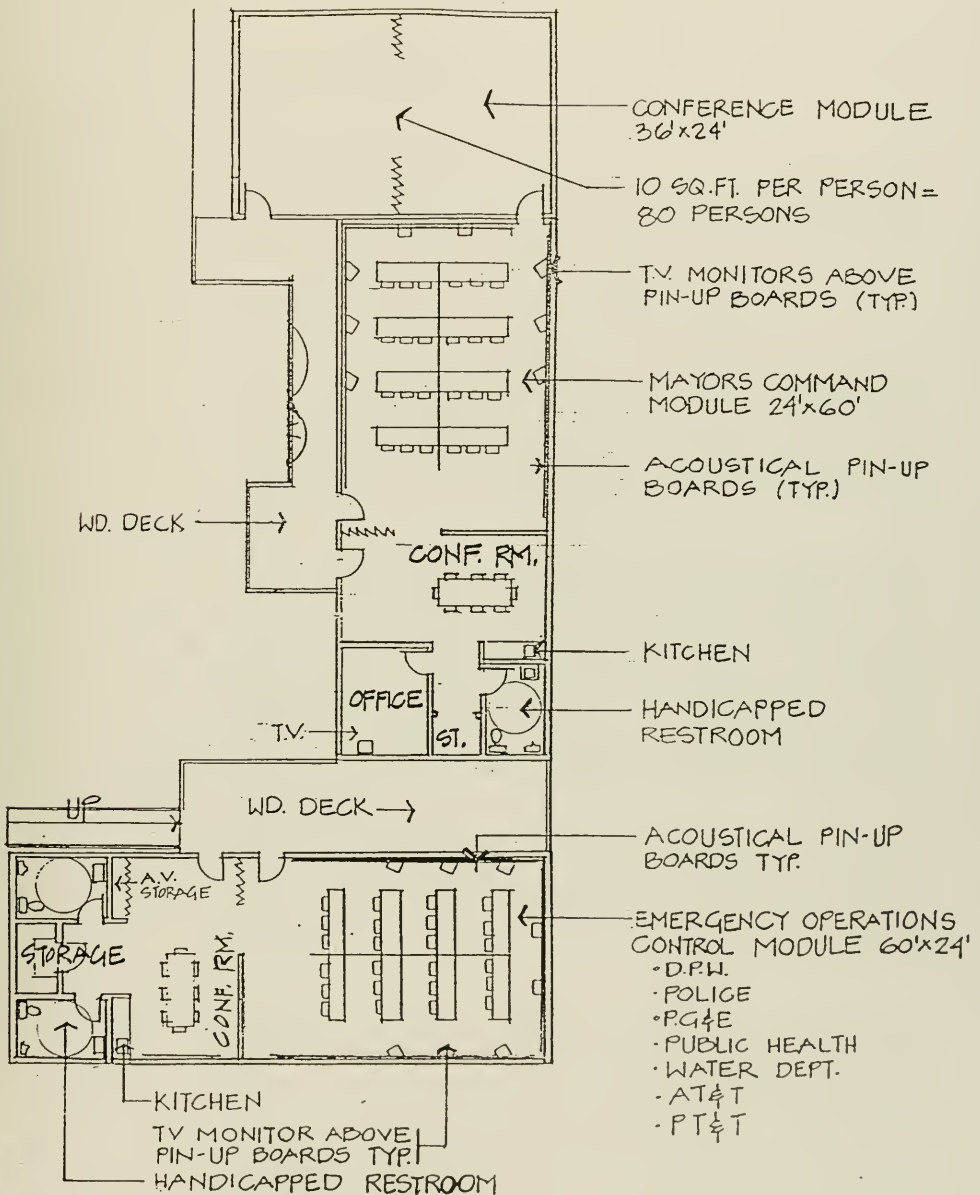
CONFERENCE MODULE

MAYORS COMMAND MODULE

EMERGENCY OPERATIONS  
CONTROL MODULE

WEST ELEVATION

PRELIMIN  
5/31/90



# FLOOR PLANS

SCALE: 1/16" = 1'-0"

1003 TURK STREET S.F. 94102





Memo to Finance Committee  
August 15, 1990

Item 6 - File 91-90-1

**Note:** This item was continued from the August 1, 1990 Finance Committee meeting.

**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Resolution approving the issuance of (1) Special Tax Bonds to finance public infrastructure improvements and (2) Revenue Bonds to finance public facilities, both in the Yerba Buena Center Redevelopment Project Area.

<b>Amount:</b>	Special Tax Bonds	Not to exceed \$15,000,000
	Revenue Bonds	Not to exceed \$45,000,000

**Description:** Mr. Bob Gamble of the SFRA reports that the SFRA no longer intends to issue two types of bonds and instead proposes the issuance of Special Tax Bonds, only, not to exceed \$75,000,000. Changes to the existing legislation will be introduced at the August 15, 1990 Finance Committee meeting as an Amendment of the Whole.

The SFRA proposes to issue Special Tax Bonds pursuant to the Mello-Roos Community Facilities Act of 1982 (Mello-Roos) in an amount not to exceed \$75,000,000 to finance public infrastructure improvements in the vicinity of and benefitting the Community Facilities District No. 3 (Yerba Buena Center, Central Block 1 Office Building Parcel) as identified on the attached map. Funds generated by the Special Tax Bonds would be used for improvements to the Yerba Buena Gardens on the adjacent block to the proposed office parcel.

Under Mello-Roos, SFRA is authorized and empowered to establish community facility districts and to issue Special Tax Bonds for the purpose of financing public infrastructure improvements in these community facility districts.

The Special Tax Bonds would be supported by special tax levies solely upon the properties included in the Community Facilities District No. 3. As the sole property owner of this District, encompassing Central Block 1 Office Building Parcel, the real estate firm of Olympia and York has agreed to pay the special tax that would be imposed to retire the proposed up to \$75 million of bonds and to obtain a Letter of Credit in the estimated amount of \$25 million to further secure the completion of the proposed development. In exchange, the SFRA would transfer title to this land to Olympia and York.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

As required by Mello-Roos, the SFRA would fulfill all required proceedings including public hearings, landowner special tax and bond authorization elections and related matters.

**Comments:**

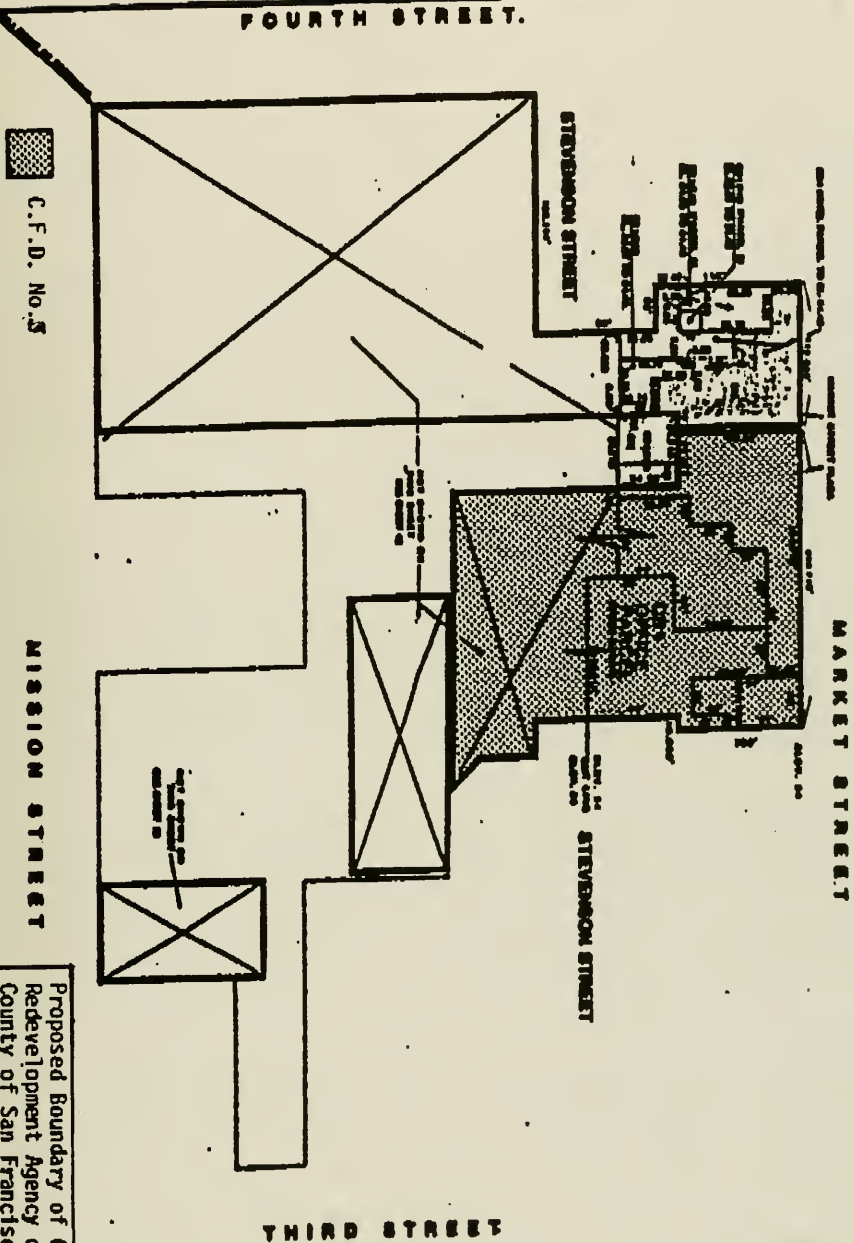
1. Mr. Gamble advises that the amended legislation would allow the SFRA to obtain the necessary financing for the project more expeditiously than if revenue bonds were included in the total financing proposal as originally proposed. The issuance of revenue bonds requires the purchase of insurance which would probably take several months. Instead, a single Mello-Roos bond issue to create the entire net proceeds amount would require less time to implement. As indicated earlier, Olympia and York would be required to obtain a Letter of Credit in the estimated amount of \$25 million.

2. The proposed tax bond funds would be repaid through special tax levies on Olympia York in the Community Facilities District No. 3. Neither the full faith nor credit of the City would be pledged for repayment of these bonds.

3. The proposed amended legislation should be revised to identify the proposed Community Facilities District No. 3 as the Yerba Buena Central Block 1 Office Building instead of the Yerba Buena Gardens.

**Recommendation:**

Amend line 29 of page 1 of the proposed Amendment of the Whole by substituting the phrase "Yerba Buena Central Block 1 Office Building" for "Yerba Buena Gardens", and approve the proposed resolution as amended.





Item 7 - File 100-90-8

1. This item is a hearing to consider development of the City's budgetary response to State budget cuts, in particular, as they affect health, social services and criminal justice departments, as well as the poor and infirmed. The Budget Analyst worked together with the Legislative Policy Analyst staff to prepare the following information.

2. On July 31, 1990 Governor Deukmejian signed the FY 1990-91 State of California budget, which contained a total General Fund budget of \$42.9 billion. This FY 1990-91 General Fund budget is approximately \$3.1 billion or 7.6 percent greater than the the FY 1989-90 State General Fund budget. Together, the State's General Fund, Special Fund and Bond Funds FY 1990-91 budget, including proceeds from the recent Proposition 111 voter approved Gas Tax increase, totals \$55.7 billion, or approximately \$6.3 billion or 12.8 percent greater than the State's FY 1989-90 total budget.

3. Although the State budget has increased over the past year, the FY 1990-91 State budget reflects significant reductions in specific programs which are likely to directly impact on the City and County of San Francisco. On August 7, 1990, the Controller issued a memo to the members of the Finance Committee regarding the proposed State budget reductions (see Attachment). As reflected in the attachment, these reductions would affect the Department of Public Health, specifically the Mental Health Department and Laguna Honda Hospital, the Department of Social Services, Trial Court Funding, the Juvenile Justice system and various previous State mandates and miscellaneous State programs. A total preliminary budget impact on San Francisco of between \$24 million and \$37.1 million is projected for FY 1990-91.

4. However, it should be noted that the actual amount of the State reductions and the specific legislation and/or allocation of these budget reductions have not yet been identified for the Department of Public Health and Mental Health and the Department of Social Services. Until the State Legislature adjourns on August 31, 1990, these specific reductions may not be known. Mr. Sam Yockey also notes that total actual San Francisco revenues and expenditures for FY 1989-90 will not be known until August 27, 1990, when the Controller's Office will close its books for fiscal year 1989-90. Actual surplus will be determined when that process is completed.

5. Public Health Department: The current level of cuts in the Health Department is estimated by the Department of Public Health to range from \$11.7 million to \$30.7 million. Reductions in the Medically Indigent Services Program (MISP) are estimated to range from \$5.3 million to \$9.6 million. Reductions in Mental Health programs are estimated to range from \$5.4 million to \$19.5 million. The exact level of cuts is unknown because the Governor did not specify the distribution of cuts across counties, and the State departments have not yet determined the methodology which will be used. There is continued speculation about legislation which would have an impact

on the distribution, such as requiring that the revenue generating ability of each county be accounted for in the allocation of cuts.

Proposition 99, or AB75 Tobacco Tax funds may also be affected by the proposed State budget cuts because AB75 requires a maintenance of level effort in order to receive the Proposition 99 funds. Failure to maintain these level of services could result in a loss of Proposition 99 funds. The Health Department reports that they are currently examining these potential additional budgetary impacts.

Although the Health Department cannot determine the exact amount of State monies which will be cut from San Francisco County programs, the Department has posted notices for a Beilensen Hearing on August 27, 1990, which is required to be held because of the proposed service reductions. The hearings are scheduled to discuss two levels of Public Health Department cuts - \$5 million and \$10 million in FY 1990-91. Further, Beilensen Hearings will need to be held to account for cuts over \$10 million.

The Health Department reports that they are using the following "guiding principles" when determining where to make programmatic cuts in each of its divisions:

(1) Maintain essential public health services

- Provide basic level of care to those with no other option
- Maintain accreditation and licensing standards
- Maintain mandated services and services critical to the community

(2) Maintain integrity of support services (finance, personnel, contracts, MIS) relative to service levels and revenue generating requirements.

- Minimize loss of revenues generated by billing, fees, grants
- Minimize loss of revenues attributable to audit disallowances
- Maximize alternative sources of revenues.

(3) Where possible and appropriate, consolidate/integrate services to provide multiple health services (e.g. mental health, public health, substance abuse, HIV) at primary care sites.

(4) Allocate budget reductions equitably among major DPH divisions.

According to Ms. Jan Ouren, Assistant Director of Planning for the Health Department, the cuts in the Public Health Department have been allocated equitably based on the percentage of General Fund revenues in each division. The Health Commission will meet on August 14, 1990 to discuss these reductions.

6. Department of Social Services: As of the writing of this report, not all of the State budget cuts to Social Services have been finalized. Nonetheless, the



San Francisco Department of Social Services projects that it will lose over \$6 million from its baseline budget for FY 1990-91. The budget cuts projected by the Department of Social Services are as follows:

(1) Elimination of AFDC COLA for 1990-91 As of June 30, 1990, San Francisco had a total of 12,370 families on AFDC. These families receive an average of \$605 per month. As a result of the State's budget cuts, these families will not receive a cost of living (COLA) increase in their aid payments this year. San Francisco's local share of \$208,000 would have been matched with approximately \$4 million in State and federal aid for purposes of the AFDC COLA. As a result of the freeze, San Francisco will not need to spend its share of \$208,000.

(2) Elimination of General Assistance (GA) COLA Traditionally, the City has given the same cost of living (COLA) increase to GA recipients that the State mandates for AFDC recipients. Since the AFDC COLA has been eliminated, the City may also wish to eliminate the GA COLA. Should the City eliminate the GA COLA, the City will save \$1,690,000. As of June, 1990, 10,382 persons were receiving an average stipend of \$341 per month from General Assistance.

(3) Elimination of AFDC, Food Stamp, and Medical Administrative COLA Each year, the local government cost of providing AFDC, Food Stamp and other Medical federal and State program services increases. These increases include salaries, fringe benefits, materials and supplies. Currently, the Federal government provides 50% of the funds (\$640,000), required to provide these services. This amount must be matched at the State and local level. The State will no longer provide its 25% (\$320,000) which means that San Francisco must come up with the entire 50% match or risk losing the entire federal grant. Thus, the loss of federal (\$640,000) plus State funds (\$320,000) may result in a total loss of \$960,000.

(4) AFDC Homeless Assistance There will be an unspecified \$5 million reduction in this \$40 million State-wide program. San Francisco spent \$1.5 million in 1989-90 on this program. The specific impact on San Francisco is not currently identified.

(5) GAIN Program Currently, there are 1,542 clients enrolled in this program in San Francisco. The estimated FY 1990-91 City budget for this program was \$4,374,830, entirely funded by the State. The amount proposed by the Governor for 1990-91 is \$4,160,000, a reduction of \$214,830. Full participation in this program (8,500 clients) is mandated to take place within two years.

(6) Children's Services Children's Welfare Services have been cut by \$55 million on a State-wide basis. This includes programs such as Foster Care, Family Reunification and Permanent Placement. The



Department of Social Services is currently estimating budget reductions in San Francisco of \$500,000 to \$1.0 million for such Children's Services.

7. Trial Court Funding: Based on a State reduction of ten percent from the FY 1989-90 allocation and the deletion of the cost of living adjustment projected, San Francisco is projected to receive a reduction of \$2.5 million for Trial Court Funding in FY 1990-91. FY 1989-90 was the first full year of participation in the State's Trial Court Funding Program. It should be noted that the proposed State reduction is not a one-time reduction but is intended to be a continuing reduction that will be incorporated in the Trial Court Funding base for future years.

It was initially anticipated that San Francisco would have received approximately \$15.2 million in Trial Court Funding in FY 1990-91. For FY 1990-91, the Board of Supervisors had committed by resolution that no less than one-third of the 1990-91 Trial Court Funding block grant would be received by the Municipal and Superior Courts, similar to the commitment made for FY 1989-90. All Trial Court Funding block grant monies not going directly to the courts, or approximately two-thirds of the Trial Court Funding block grant, is credited to the General Fund which finances court operations. All City and County budgeted costs for court operations, including the County Clerk's Office, are approximately \$43 million in FY 1990-91.

Based on the projected \$2.5 million reduction in Trial Court Funding for San Francisco, if the same allocation as approved in the prior resolutions were applied, one-third of the proposed reduction would total an approximately \$833,333 reduction in Municipal and Superior Courts funding and two-thirds of the proposed reduction would total an approximately \$1,666,667 reduction in General Fund monies.

Based on information provided to the Budget Analyst by the Municipal and Superior Courts, the Municipal and Superior Court Judges have not met to take a formal position on the proposed State budget cuts. However, both Mr. Don Dickinson of the Superior Court and Mr. Gordon Park-Li of the Municipal Court have indicated that they are not in a position to accept any further reductions in their existing FY 1990-91 budget allocations.

According to information provided by Mr. Park-Li, the State budget reductions provide for courts and counties to negotiate the impact of the proposed reductions, as addressed in a new subsection of the Government Code (Section 77200(d); SB 2557). This subsection states that in any year in which the block grant is reduced, the county may reduce expenditures for "court operations" by an amount not exceeding the dollar amount of the cut in the block grant. Such discretionary language does not require the backfilling of such cuts from other revenues nor does it require that counties pass such cuts onto the courts. Specifically how the Trial Court Funding budget reductions are allocated in each county is at the discretion of the courts and the county.

Memo to Finance Committee  
August 15, 1990

8. Juvenile Justice: The State budget reductions resulted in an estimated 50 percent reduction in Criminal Justice Council funding, specifically AB90 funding.

In early August, 1990 the Mayor's Criminal Justice Council (MCJC) submitted a resolution to apply for, accept and expend State grant subvention funds to the Board of Supervisors which was approved for \$1,620,242 for FY 1990-91. A 50 percent reduction in this grant would result in a total grant allocation of \$810,121.

Mr. Jim Buick of MCJC reports that MCJC's subcommittee has met once to discuss the specific areas for reducing the proposed grant allocation and will be meeting again this next week. MCJC's Executive Committee will then meet on August 22, 1990 to consider the recommendations of the subcommittee regarding such reductions. Mr. Buick reports that he would hope to be able to present MCJC's Executive Committee recommendations on August 29, 1990 for consideration before the Finance Committee of the Board of Supervisors.

9. State Mandates: The California Constitution generally provides that whenever the State Legislature or any State agency mandates a new program or a higher level of service on any local government, the State shall provide a subvention of funds to reimburse the local government for the costs of the program or increased level of service. However, SB 1333, recently approved by the State Legislature, provides that local agencies would not be required to implement a new program or higher level of service if it has been specifically identified by the Legislature in the Budget Act as being one for which reimbursement is not provided for that fiscal year.

The specific State mandates that would be optional in FY 1990-91 and would no longer be reimbursed by the State are as follows:

- Investigations of Guardianships
- Juvenile Felony Arrests
- Victims Statements
- Dental Examinations
- Marijuana Records
- Motorists Assistance
- Missing Persons Reports
- Filing Fees
- School Crossing Guards
- Airport Land Use
- Pretreatment Facilities
- Short-Doyle Audits
- Detention of Minors
- Investment Reports
- Open Meetings Act
- Real Property Subdivision Mergers
- Personnel Files

**BOARD OF SUPERVISORS**  
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Based on estimates provided by the Controller's Office, the City would receive an approximate \$700,000 reduction in State revenues from these previous State mandates.

According to SB 1333, if San Francisco elects to implement these optional programs, although State funds would not be available for reimbursement, SB 1333 provides that the local jurisdiction may assess fees for such services, provided that the fees do not exceed the reasonable costs of the services. Estimates of potential revenues if fees were assessed for these programs or services have not been made by the County, to date.

10. Miscellaneous Program Reductions: The Controller's Office has estimated a total of another approximately \$1.0 million in miscellaneous State budget costs will directly impact on a variety of other programs throughout San Francisco.

11. Revenue Potential: The State budget includes provisions for counties to generate new revenues by levying fees and taxes on cities, schools, unincorporated areas and special districts within counties. However, San Francisco, as both a City and a County, does not have the ability to realize many of these revenues. The Mayor and Controller's Office report that they are working with the State and other counties in an attempt to ameliorate these impacts.

12. Conclusion: As noted, many of the specific details regarding the State's impact on San Francisco's FY 1990-91 budget are not currently available. San Francisco's negotiations by the Mayor and Controller's Offices with State Legislators, State departments and other cities and counties are currently ongoing. The Budget Analyst and the Legislative Policy Analyst will continue to monitor these activities in order to provide updated information to the Board of Supervisors at the August 22, 1990 Finance Committee hearing.

**IMPACT OF STATE BUDGET  
 REDUCTIONS ON SAN FRANCISCO  
 1990-91 FISCAL YEAR  
 (IN MILLIONS)**

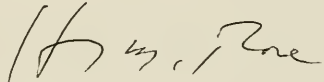
<u>PROGRAM</u>	<u>STATEWIDE REDUCTION</u>	<u>SAN FRANCISCO IMPACT</u>
Medically Indigent Services (Allocation formula may be changed by legislation)	\$175	\$9.6
Mental Health (Various formulas being reviewed by State Dept. of Mental Health)	61	\$6.4 to \$19.5
Trail Court Funding	10% reduction in 1989-90 Allocation and deletion of COLA	2.5
Social Services Prior Year COLA	-	2.0
Laguna Honda - Delay of COLA and possible reduction in COLA	-	1.0
Juvenile Justice	33	.8
State Mandates	Made numerous mandates optional	.7
Miscellaneous small reductions in various programs		<u>1.0</u>
Total		\$24.0 to \$37.1



Memo to Finance Committee  
August 15, 1990

Items 8 and 9 - Files 60-90-14.1 and 60-90-14.2

These items are hearings to consider submitting ballot arguments concerning a \$71,800,000 bond issue for construction or reconstruction of a youth guidance center (Item 8, File 60-90-14.1) and a \$24,600,000 bond issue for construction or reconstruction of adult correctional facilities (Item 9, File 60-90-14.2). The Budget Analyst does not normally review and report on ballot arguments.



Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey





ACTION TAKEN

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AUG 22 1990

SAN FRANCISCO  
PUBLIC LIBRARY

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 22, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, Items 1a, 1b, 1c, 1d, 1f, 1g, 1h,  
1i, 1l, 7, and portion of 9  
Supervisor Hallinan, Portion of Item 9

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be  
av( )!\$le for review on the counter in the Office of the  
Clerk of the Board, Room 235, City Hall, 10:00 a.m. the  
date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 146-90-62. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, as a sub-grantee in collaboration with the California State Department of Mental Health, Children, Youth and Families Branch, as prime grantee, to apply for, accept and expend a two year grant of \$1,170,000 from the Robert Wood Johnson Foundation with \$450,000 of matching funds from the primary grantee, for a total of \$1,620,000 for the provision of a system of care for children and youth who are seriously emotionally disturbed and their families. (Mayor)
  - b) File 146-90-61. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a grant allocation of \$654,928 from the California Department of Health Services to fund the AIDS Medical Waiver Program for the residents of San Francisco. (Mayor)

- c) File 146-90-59. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Communicable Disease, Sexually Transmitted Disease Control, to apply for, accept and expend a grant of \$340,446 from the Department of Health and Human Services, the Centers for Disease Control for the development, implementation and evaluation of innovative and alternative approaches to STD clinical care to the residents of San Francisco. (Mayor)
- d) File 146-90-58. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Forensic Youth Services (YGC) as a sub-grantee in collaboration with Larkin Street Youth Services, as prime grantee, to apply for, accept and expend a grant of \$40,000 from the Department of Health Resources and Services, Office of Substance Abuse Prevention, for education and early intervention services for high risk youth. (Mayor)
- e) File 146-90-57. [Grant - State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to apply for, accept and expend a grant of \$210,500 from the Department of Mental Health, State of California, for services to the homeless mentally disabled individuals of San Francisco. (Mayor)
- f) File 146-90-56. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for, accept and expend a grant of \$130,000 from the State Department of Health Services, Maternal and Child Health Branch for Title V Demonstration Project for Fiscal Year 1990-91 for continuation to the residents of San Francisco. (Mayor)
- g) File 146-90-55. [Grant - State Funds] Resolution authorizing the Department of Public Health, Mental Health Programs Division, to accept and expend a grant of \$164,571 from the State Department of Mental Health for AIDS/Mental Health Services, to the residents of San Francisco affected by AIDS. (Mayor)
- h) File 146-90-54. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health, Dental, to accept and expend a grant of \$8,325 from the State Department of Health, Dental Health Section, for preventative dental service to children. (Mayor)
- i) File 146-90-53. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for, accept and expend a grant of \$186,746 from the State Department of Health Services, Maternal Child Health Branch for perinatal services to the residents of San Francisco. (Mayor)

- j) File 146-90-52. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Disease Control, Sexually Transmitted Disease, to apply for, accept and expend a grant of \$357,426 from the Centers for Disease Control for an evaluation of condom use and interventions to increase their use by the residents of San Francisco. (Mayor)
- k) File 146-90-51. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a grant allocation of \$198,098 from the Department of Health and Human Service to continue to evaluate AIDS Surveillance and to develop alternative surveillance methods for AIDS for the residents of San Francisco. (Mayor)
- l) File 82-90-8. [Property Acquisition - Noise Easements] Resolution authorizing the acquisition of 52 additional noise easements in the City of South San Francisco comprising their Phase V(b) Program. (Real Estate Department)
- m) File 68-90-14 [Grants - Private Funds] Resolution authorizing the Office of the Mayor to accept and expend grant funds in the total amount of \$77,991 from various foundations to support the Mayor's Interfaith Task Force on the Homeless and the 1990-91 Interfaith Emergency Winter Shelter Program. (Supervisor Walker)

ACTION: ITEMS 1a, 1e, 1j, 1k, and 1m SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1a, File 146-90-62. AMENDED TO PLACE ON RESERVE \$22,438 for Clinical Consultation, \$517,402 for Community Support Services, \$188,795 for School-based Support Services, and \$77,130 for Training/Education, pending submission to the Finance Committee of contract, MBE/WBE and detailed budget information on these services. NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, CENTRAL ADMINISTRATION, AS A SUB-GRANTEE IN COLLABORATION WITH THE CALIFORNIA STATE DEPARTMENT OF MENTAL HEALTH, CHILDREN, YOUTH AND FAMILIES BRANCH, AS PRIME GRANTEE, TO APPLY FOR, ACCEPT AND EXPEND A TWO YEAR GRANT OF \$1,170,000 FROM THE ROBERT WOOD JOHNSON FOUNDATION WITH \$450,000 OF MATCHING FUNDS FROM THE PRIMARY GRANTEE, FOR A TOTAL OF \$1,620,000 FOR THE PROVISION OF A SYSTEM OF CARE FOR CHILDREN AND YOUTH WHO ARE SERIOUSLY EMOTIONALLY DISTURBED AND THEIR FAMILIES; PLACING \$805,765 ON RESERVE." RECOMMENDED AS AMENDED.

ITEM 1e, File 146-90-57. RECOMMENDED.

ITEM 1j, File 146-90-52. AMENDED TO REDUCE TOTAL AMOUNT OF GRANT TO \$285,879. NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, DISEASE CONTROL, SEXUALLY TRANSMITTED DISEASE TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$285,879 FROM THE CENTERS FOR DISEASE CONTROL FOR AN EVALUATION OF CONDOM USE AND INTERVENTIONS TO INCREASE THEIR USE BY THE RESIDENTS OF SAN FRANCISCO." RECOMMENDED AS AMENDED.

ITEM 1k, File 146-90-51. AMENDED TO INCREASE TOTAL AMOUNT OF GRANT TO \$201,312. NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO ACCEPT AND EXPEND A GRANT ALLOCATION OF \$201,312 FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES TO CONTINUE TO EVALUATE AIDS SURVEILLANCE AND TO DEVELOP ALTERNATIVE SURVEILLANCE METHODS FOR AIDS FOR THE RESIDENTS OF SAN FRANCISCO." RECOMMENDED AS AMENDED.

ITEM 1m, File 68-90-14. AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE: "[Grants - Private Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT AND EXPEND GIFT FUNDS IN THE TOTAL AMOUNT OF \$69,292 FROM VARIOUS FOUNDATIONS TO SUPPORT THE MAYOR'S INTERFAITH TASK FORCE ON THE HOMELESS AND THE 1990-91 INTERFAITH EMERGENCY WINTER SHELTER PROGRAM." RECOMMENDED AS AMENDED.

#### REGULAR CALENDAR

2. File 114-90-4. [Fees] Ordinance amending Part II, Chapter I, of the San Francisco Municipal Code (Building Code) by amending Section 332.3 thereof, to modify the amount of the investigation fee for performing work without a permit. (Supervisor Hongisto)

(Continued from 7/25/90.)

ACTION: REMOVE SUPERVISOR HONGISTO AS SPONSOR; ADD SUPERVISOR WALKER AS SPONSOR. AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED; RECOMMENDED AS AMENDED; COMBINED WITH FILE 114-90-6.

3. File 114-90-6. [BBI Fee Schedule] Ordinance amending Building Code, by amending Sections 323, 330.1, 330.3, 331, 332, 332.1, 332.2, 332.3, 332.4, 332.5, 333.1, 333.2 and 333.3, relating to fee schedules. (Department of Public Works).

(Continued from 7/25/90.)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED; RECOMMENDED AS AMENDED; FILE 114-90-4 COMBINED HERewith. NEW TITLE: "[BBI Fee Schedule] ORDINANCE AMENDING BUILDING CODE, BY AMENDING SECTIONS 323, 330.1, 330.3, 331, 332, 332.1, 332.2, 332.3, 332.4, 332.5, 333.1, 333.2 AND 333.3, TO INCREASE CERTAIN BUILDING INSPECTION FEES, AND TO MODIFY THE AMOUNT OF THE INVESTIGATION FEE IMPOSED FOR PERFORMING WORK WITHOUT A PERMIT." RECOMMENDED AS AMENDED.

4. File 198-90-2. [Law Library Fee Increase] Resolution increasing filing and appearance fees from \$12.00 to \$18.00 effective October 1, 1990, as provided in the Business and Professions Code, Sections 6321 and 6322, for operation of the Law Library. (San Francisco Law Library).

ACTION: CONTINUED TO 8/29/90.

5. File 51-90-2 [Employee Reimbursements] Transmitting claims of employees, various departments for cost of personal property damaged/stolen in the line of duty. (Controller)

ACTION: CONTINUED TO 8/29/90.

6. File 23-90-2. [Claim Against the Government] Resolution waiving the Statute of Limitations with respect to payment of two certain warrants of the City and County of San Francisco, in the sum totalling \$926.76, a legal obligation of the City and County of San Francisco. (Department of Public Health)

ACTION: RECOMMENDED.

7. File 60-90-14.3. Hearing to consider submitting rebuttal ballot argument concerning Proposition B, a bond issue in the amount of \$73,800,000, for construction or reconstruction of a youth guidance center. (Supervisor Britt)

ACTION: HEARING HELD. REBUTTAL BALLOT ARGUMENT (as presented by Supervisor Walker in Committee) ADOPTED. MOTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[z uttal Ballot Argument] MOTION AUTHORIZING REBUTTAL TO BALLOT ARGUMENT AGAINST PROPOSITION B, A BOND ISSUE FOR CONSTRUCTION OR RECONSTRUCTION OF A YOUTH GUIDANCE CENTER." RECOMMENDED.

8. File 60-90-14.4. Hearing to consider submitting rebuttal ballot argument concerning Proposition A, a bond issue in the amount of \$16,500,000, for construction or reconstruction of correctional facilities. (Supervisor Britt)

ACTION: FILED.

9. File 100-90-8. Hearing to consider development of the City's budgetary response to State budget cuts, in particular, as they affect health, social services and criminal justice departments, as well as the poor and infirmed in our City. (Supervisors Walker, Britt, Hallinan, Alioto, Gonzalez and Ward)

(Continued from 8/15/90.)

ACTION: HEARING HELD. CONTINUED TO 9/5/90.



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CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 22, 1990

**TO:** Finance Committee  
**FROM:** Budget Analyst - *recommendation*  
**SUBJECT:** August 22, 1990 Finance Committee Meeting

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AUG 22 1990

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Item 1a - File 146-90-62

**Department:** Department of Public Health (DPH)  
Central Administration

**Item:** Resolution authorizing the Department of Public Health, as a subgrantee, in collaboration with the California State Department of Mental Health, as prime grantee, to apply for, accept and expend a private foundation grant and matching State funds.

**Amount:** \$1,620,000

**Source of Funds:** The Robert Wood Johnson Foundation and the California State Department of Mental Health

**Term:** August 1, 1990 through July 31, 1992 (two years)

**Project:** Mental Health Service Program for Children and Youth

**Project  
Description:**

The proposed grant would be used to fund the implementation of a system of care for children and youth, ages 3-18, who are seriously emotionally disturbed and their families. The DPH in collaboration with the State Department of Mental Health would be responsible for the overall planning, management, coordination and monitoring of the program. Additionally, the DPH would collaborate with the City's Juvenile Probation Department, Department of Social Services (DSS), the Mayor's Office and with the San Francisco Unified School District (SFUSD) in coordinating, monitoring and providing direct



services to program clients. The DPH would also contract with the University of California, San Francisco for technical support and with various nonprofit organizations and professional personnel to provide direct client services. The program is aimed at eliminating fragmented services and inappropriate care for emotionally disturbed youth and children and their families. Specific client services would include: case management; individual therapy and counseling and psychological testing; family intervention, consultation and assessment; placement services (i.e., therapeutic foster care homes, community based agencies); school-based, psycho-educational services (i.e., self esteem enhancement, socialization groups; parent training, education and support services; and outreach and referral services.

**No. of Persons  
to be Served:**

650 children and their families over the two-year term of the project.

**Project Budget:**

	<u>First Year Budget</u>		<u>Second Year Budget</u>		<u>Total Project Budget</u>
<u>Personnel</u>		<u>FTE</u>		<u>FTE</u>	
Project Director	\$70,078	1.00	\$49,054	.69	\$119,132
Project Planner	22,773	.50	-	-	22,773
Child Psychiatrist	17,750	.25	18,460	.50	36,210
Clerk	26,000	1.00	27,040	1.00	53,040
Clinical Liaison	42,484	1.00	44,608	1.00	87,092
Fringe Benefits	<u>46,562</u>		<u>36,181</u>		<u>82,743</u>
Subtotal	\$225,647	3.75	\$175,343	3.19	\$400,990
<u>Equipment</u>					
5 Personal Computers	\$19,291				\$19,291
1 Printer	2,110				2,110
1 Monitor	999				999
Software	2,600				2,600
Miscellaneous	2,332				2,332
Computer Maintenance	2,574				2,574
Fax Machine	<u>1,500</u>				<u>1,500</u>
	\$31,406				\$31,406
<u>Operating Expenses</u>					
Office Supplies	\$16,000		\$10,000		\$26,000
Telephone	24,000		16,800		40,800
Travel	<u>20,696</u>		<u>14,175</u>		<u>34,871</u>
Subtotal	\$60,696		\$40,975		\$101,671

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

	<u>First Year Budget</u>	<u>Second Year Budget</u>	<u>Total Project Budget</u>
<u>Contractual Services</u>			
Clinical Consultation	\$9,750	\$12,688	\$22,438
Community			
Support Services	235,639	281,763	517,402
School-based			
Support Services	78,795	110,000	188,795
Training/Education	30,000	47,130	77,130
Data Management -			
UCSF	<u>126,938</u>	<u>131,784</u>	<u>258,722</u>
Subtotal	\$481,122	\$583,365	\$1,064,487
<u>Indirect Costs</u>	\$11,130	\$10,316	\$21,446
Total	\$810,001	\$809,999	\$1,620,000

**Required Match:** \$450,000 to be paid by the State Department of Mental Health.

**Comments:**

1. The proposed \$1,170,000 Robert Wood Johnson Foundation grant, plus the State Department of Mental Health's allocation of \$450,000, would provide a total of \$1,620,000 in grant funds for this proposed two-year project. However, the actual proposed budget for the two-year project is \$6,019,782, which is \$4,399,782 more than the \$1,620,000 available from the proposed grant and matching funds. The additional \$4,399,782 budgeted for this project is comprised of (1) \$2,589,605 of in-kind budgeted contributions from the City's Juvenile Probation Department, Department of Social Services and the DPH, (2) \$260,690 in SFUSD funds, (3) \$1,276,818 in Medi-Cal funds and (4) \$272,669 in Federal Title IV-E funds. The proposed \$2,589,605 of City in-kind contributions include \$734,357 in personnel costs and \$309,000 in operational costs for a total of \$1,043,357 for the first year of the project and \$1,204,474 in personnel costs and \$341,774 in operational costs for a total of \$1,546,248, for the second year of the project. The City's detailed in-kind contributions for the two-year term of the project are outlined in Attachment II of this report.

2. Ms. Joanna Uribe of the Mayor's Office, Children Youth and their Families, reports that while the project is in the process of undergoing some revisions, the City's total in-kind contributions, in the amount of \$1,043,357 for the first year of the project, represent funds which are appropriated in the contributing Department budgets for FY 1990-91. Ms. Uribe advises that each of these Departments intends to include

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

funds for their share of the City's second year in-kind contributions, totalling \$1,546,248, in their respective Departmental budget requests for FY 1991-92.

3. Ms. Uribe reports that the DPH would contract with the University of California, San Francisco (UCSF), on a sole source basis to provide data management and technical support services for the project. The UCSF would (1) design, set-up and manage a data system for tracking project clients (2) produce reports for monitoring project components and (3) provide technical assistance for development of a data based billing system. Ms. Uribe advises that the reason that the DPH is contracting with UCSF on a sole source basis, is because UCSF has been directly involved in the planning and development of this program and was a co-applicant for the proposed grant funds. The UCSF data management project budget is as follows:

	First Year <u>Budget</u>	FTE	Second Year <u>Budget</u>	FTE	Total Project <u>Budget</u>
<u>Personnel</u>	\$58,000	2.05	\$62,400	2.05	\$120,400
<u>Fringe Benefits</u>	<u>14,968</u>		<u>16,776</u>		<u>31,744</u>
Subtotal	\$72,968		\$79,176		\$152,144
<u>Operating Expenses</u>					
Office Supplies	\$2,000		2,200		4,200
Key to Disc (Key Punch)					
Services	1,500		1,650		3,150
Copying	1,900		2,090		3,990
Telephone	2,000		2,200		4,200
Travel	<u>1,800</u>		<u>3,100</u>		<u>4,900</u>
Subtotal	\$9,200		\$11,240		\$20,440
<u>Subcontract</u>	28,792		24,780		53,572
<u>Indirect Costs</u>	<u>15,978</u>		<u>16,588</u>		<u>32,566</u>
Totals	\$126,938	2.05	\$131,784	2.05	\$258,722

4. The data processing equipment would be paid for by the State's matching funds and would be purchased directly by UCSF, for use by UCSF personnel. Therefore, approval of the data processing equipment by EISPC is not required.

5. As noted above, the DPH also intends to contract for Clinical Consultation services in the amount of \$22,438, Community Support Services in the amount of \$517,402, School-based Support Services in the amount of \$188,795 and

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Training Education Services in the amount of \$77,130 for the two-year period of the grant. Ms. Uribe reports that the DPH has not yet initiated its Request for Proposals process to obtain the necessary providers for these services. Therefore, DPH is unable at this time to provide detailed budget or MBE/WBE information on these contractual services. Since the DPH cannot provide specific contract, budget and MBE/WBE information regarding these services, the Budget Analyst recommends that funds for these services be placed on reserve pending the Department providing the necessary information to the Finance Committee.

6. Ms. Uribe reports that, to her knowledge, the State's matching funds for the proposed grant will not be affected by the State's impending cuts for health programs. Ms. Uribe advises that she has been notified by the State that the State considers these matching funds, for the proposed grant, to be of high priority and the State is planning to fund the entire \$450,000.

7. According to Ms. Uribe if any of the funding sources identified for this proposed project are either not forthcoming or reduced from the anticipated funding levels, the scope of the program would be adjusted accordingly.

8. Attached is the Department of Public Health's "Summary Grant Request" as prepared by the DPH for this grant (Attachment I).

- Recommendations:**
1. Amend the proposed legislation to place on reserve, \$22,438 for Clinical Consultation, \$517,402 for Community Support Services, \$188,795 for School-based Support Services and \$77,130 for Training/Education, pending DPH's submission to the Finance Committee of contract, MBE/WBE and detailed budget information on these services.
  2. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item No. Health Commission - Summary of Grant Request Rev. 4/10/90 90-9 Attachment 1  
 Robert Wood Johnson Foundation  
 Grantor State Department of Mental Health Division Department of Public Health  
 Contact Person Betsy Burke Section Central Administration  
 Address 1600 Ninth St. Room 250 Contact Person Joanna Uribe, MPH  
Sacramento, CA 95814 Telephone (415) 255-3409  
 Amount Requested \$ 1,620,000 Application Deadline March 15, 1990  
 Term: From 8/1/90 To 7/31/92 Notification Expected July 31, 1990  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$ 1,620,000 from the period of 8/1/90 to 7/31/92 to provide a system of care for children & youth with serious services. emotional problems  
 (Circle appropriate words)

II. Summary: (Concise summary; brief address; number & groups served; services and providers)  
 In collaboration with State Department of Mental Health, create an interagency system of care for children & youth with serious emotional disturbances & their families to include collaboration among SFUSD, Juvenile Probation, DSS, DPH & DMSF to minimize fragmentation & inappropriate care. The two year project will serve 650 children, ages 3-18 years, with culturally competent services via city and contract services

### III. Outcomes/Objectives:

1. Reduction in out-of-home placements for target population
2. Increased stabilization in settings that are least restrictive for children out-of-home
3. Decrease in costs of care for target population through integrated case management services

### IV. Effects of Reduction or Termination of These Funds:

San Francisco will not be able to develop & provide more cost effective interventions compared to current expensive out-of-home and out-of-county placements. Target population will continue to receive inadequate and fragmented services.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$1,620,000			
Personnel			400,990			
Equipment			31,406			
*Contract Svc.			1,064,487			
Mat. & Supp.			66,800			
Facilities/Space						
Other			34,871			
Indirect Costs			21,446			

### VI. Data Processing

(Same as included above)

289,588

### VII. Personnel

F/T CSC			6		
P/T CSC			3		
Contractual			not determined at this time		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

- 1) F/T Project Director paid .33FTE with general funds - Year 2
- 2) .50FTE Psychiatrist paid .125FTE MediCal, .125FTE with general funds - Year 2

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, with increased State funds through AB 377

\*VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (If sole source, attach Request for Evaluation Form)

Some contracts may be determined as a sole source at a later date. If this occurs, the process will be followed to bring these before the Health Commission & Board of Supervisors

[illegible]

	Clerks	DPH		\$26,000	200%	Total	RWJF	Other Total	State	Medi-Cal	City	Time lve
Therapeutic Foster Care	Supervisor	DSS		\$50,300	50%	\$25,150		\$25,150				\$8,287
	Psychiatrist	DSS		\$71,000	13%	\$9,230		\$9,875				\$8,875
	Social Workers	DSS		\$42,484	200%	\$84,968		\$84,968				\$21,242
	Clinical Liaison	DSS		\$42,484	100%	\$42,484		\$0				
	Fringe Benefits (@ 26%)					\$250,463	\$45,282	\$205,109	\$1,300	\$18,122	\$170,864	\$18,823
Personnel sub-total						\$1,213,782	\$219,347	\$993,988	\$8,300	\$78,126	\$928,034	\$81,526
" OFFICE OPERATIONS												
	Supplies					\$18,000	\$6,000	\$10,000				
	Printing											
	Duplicating											
	Telephone					\$24,000	\$12,000	\$12,000				
	Postage											
	Computer Time											
III. STAFF TRAVEL												
IV. Consultant Travel						\$20,696	\$9,410	\$11,286				
V. INDIRECT COSTS												
V. EQUIPMENT						\$11,130	\$11,130					
VII. Consultant Honoraria						\$31,406		\$31,406				
VIII. SPACE RENTAL												
						\$29,000		\$29,000			\$29,000	
IX. SUBCONTRACTS												
	Clinical Assessment Panel					\$21,000	\$6,000	\$15,000				
	Intensive Community Support Services					\$336,764	\$200,368	\$138,396	\$35,271	\$101,125		
	* Respite Services					\$250,000		\$250,000			\$250,000	
	School-Based Support Services					\$92,795		\$92,795		\$14,000		
	Training, Education + Support					\$60,000	\$30,000	\$30,000			\$30,000	
	Data Management					\$126,938	\$90,746	\$38,192				
IX. TOTAL						\$1,019,729	\$365,654	\$654,075	\$218,700	\$126,375	\$309,000	
						\$2,233,511	\$585,001	\$1,648,063	\$225,000	\$204,503	\$1,137,034	\$81,526
	GRAND TOTAL											



[illegible]

II. OFFICE OPERATIONS	Total	RWJF	Other Total	State	Medi-Cal	City	Title IV-E
Supplies	\$17,499		\$17,499	\$10,000		\$7,499	
Printing							
Duplicating							
Telephone	\$33,600	\$16,800	\$18,800			\$16,800	
Postage							
Computer Time							
III. STAFF TRAVEL	\$28,350	\$14,175	\$14,175			\$14,175	
IV. Consultant Travel							
V. INDIRECT COSTS	\$10,316	\$10,316					
V. EQUIPMENT	\$2,500		\$2,500			\$2,500	
VII. Consultant Honoraria							
VIII. SPACE RENTAL	\$29,000		\$29,000			\$29,000	
IX. SUBCONTRACTS							
Clinical Assessment Panel	\$26,751	\$8,000	\$18,751	\$4,688	\$14,063		
Intensive Community Support Services	\$474,144	\$253,985	\$220,159	\$27,778	\$192,381		
- Respite Services	\$307,000		\$307,000			\$250,000	\$57,000
School-Based Support Services	\$170,000		\$170,000	\$110,000	\$60,000		
Training, Education + Support	\$97,030	\$40,880	\$56,150	\$8,250		\$21,800	\$28,100
Data Management	\$131,784	\$85,500	\$68,284	\$68,284			
IX. TOTAL	\$1,327,974	\$409,656	\$918,318	\$225,000	\$266,444	\$341,774	\$85,100
GRAND TOTAL	\$3,786,719	\$585,000	\$3,201,719	\$225,000	\$1,072,315	\$1,713,264**	\$191,143

\* SFUSD total for two years is \$206,897 plus 26% fringes equals \$260,690.

\*\* City grant total for two years is \$2, 850,295 less SFUSD total of \$260,690 equals \$2,589,605.

Item 1b - File 146-90-61

**Department:** Department of Public Health (DPH), AIDS Office

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation State grant allocation.

**Amount:** \$654,928

**Source of Allocation:** California Department of Health Services

**Term:** July 1, 1990 through June 31, 1991

**Project:** AIDS Medi-Cal Waiver Program

**Project Description:** The proposed grant allocation would fund home and community-based services for persons with AIDS and AIDS related conditions who are now eligible for these Medi-Cal services, due to a recent waiver of certain statutory requirements by the Federal Health Care Financing Administration. The proposed grant would fund a \$521,805 contract with the Presbyterian Pacific Medical Center - Visiting Nurses and Hospice Program (VNHP), a non-profit organization. The program services would include the following: case management, in-home skilled nursing care, attendant care, psycho-social counseling, home-maker service, minor physical adaptations to the home and a Medi-Cal supplement for infants and children in foster care.

**Number of Persons to be Served:** 286 unduplicated clients during the twelve month grant period.

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Project Director	1.0	\$22,852
	Nurse Case Worker	1.5	42,180
	Secretary	.37	10,812
	Registered Nurse	.27	14,269
	Fringe Benefits		<u>19,579</u>
	Subtotal, Personnel	3.14	\$109,692
	<u>Operating Expenses</u>		
	Rent		\$9,576
	Office Supplies		296
	Clinical Supplies		250
	Travel		2,000
	Client Transportation		<u>340</u>
	Subtotal, Operating Expenses		\$12,462

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BUDGET ANALYST

<u>Contractual Services</u>		
Registered Nurses	\$175,868	
Home Health Aids	265,126	
Homemaker Services	44,814	
Psycho-social Services	30,702	
Foster Care	997	
Physical Adaptations	<u>4,298</u>	
Subtotal, Contractual Services		\$521,805
Indirect Costs (10% of Personnel Costs)		<u>10,969</u>
Total Project Budget		\$654,928

**Required Match:** None.

**Comments:**

1. According to Ms. Judith Weld of DPH, the VNHP has provided out-of-hospital AIDS services since 1983 through the Pilot Care Program, funded by a State grant. This proposed AIDS Medi-Cal Waiver Program would be similar to the Pilot Care Program except that each program would serve different clients depending on medical eligibility. As noted above, the proposed AIDS Medi-Cal Waiver Program would be available to AIDS patients previously ineligible for Medi-Cal assistance.
2. This year's grant allocation of \$654,928 would be a \$258,232 or 65 percent increase over last year's allocation of \$396,696. Ms. Weld indicates that last year was the Aids Medi-Cal Waiver Program's first year, and consequently delays and start-up costs reduced the Program's service capacity.
3. The Department has filed a Summary of Grant Request, which is attached.

**Recommendation:** Approve the proposed resolution.



Grantor Office Of AIDS  
 Contact Person Doug MacDonald  
 Address PO Box 942732  
Sacramento, CA 94234-7321  
 Amount Requested \$ 654,928  
 Term: From 7/1/90 To 6/31/91  
 Health Commission 7/24/90

Division CO/AIDS Division  
 Section AIDS Office  
 Contact Person Maria Lemus  
 Telephone 554-9019  
 Application Deadline \_\_\_\_\_  
 Notification Expected \_\_\_\_\_  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$ 654,928 from the period of 7/1/90 to 6/31/91 to provide MediCal Waiver home-based care services.  
 (Circle appropriate words)

**II. Summary:** (Context/history; need addressed; number + groups served; services and providers)  
The program provides case management services and arranges for home-based care to MediCal beneficiaries; these services include skilled nursing (RN/LVN) care, psychosocial counseling, attendant care, and homemaker services. The services will be available to PWA's and PWARC's who meet the MediCal Waiver eligibility requirements.

**III. Outcomes/Objectives:**  
The AIDS Office anticipates serving 286 clients in the total twelve month grant period.

**IV. Effects of Reduction or Termination of These Funds:**  
Reduction or termination of these services would inhibit the well-being of persons with AIDS and ARC in San Francisco.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		396,696	654,928	258,232		
Personnel		325,214	109,692	(215,522)		
Equipment		5,000	0	(5,000)		
Contract Svc.		0	521,805	521,805		
Mat. & Supp.		3,500	546	(2,954)		
Facilities/Space		23,168	9,576	(13,592)		
Other		32,521	2,340	(30,181)		
Indirect Costs		7,293	10,969	3,676		

**VI. Data Processing**

(costs included above)

	11,466	0	(11,466)		
<b>VII. Personnel</b>					
F/T CSC	11.00	1.00	(10.00)		
P/T CSC	0.39	2.14	1.75		
Contractual	0	0	0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Other state DHS/OA grants; federal grants

Will grant funded employees be retained after this grant terminates? If so, How?  
yes, see above

**VIII. Contractual Services:** Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)



Item 1c - File 146-90-59

**Department:** Department of Public Health (DPH), Community Health Services, Communicable Disease, Sexually Transmitted Disease Control

**Item:** Resolution authorizing DPH to apply for, accept and expend new Federal grant funds

**Amount:** \$208,331

**Source of Grant:** U.S. Department of Health and Human Services, Centers for Disease Control

**Grant Period:** September 15, 1990 through September 14, 1991

**Project:** Development, Implementation and Evaluation of Innovative and Alternative Approaches to Sexually Transmitted Disease (STD) Clinical Care.

**Description:** San Francisco's current STD control services include traditional clinical, screening and partner referral programs. However, San Francisco's Perinatal HIV Reduction and Education Demonstration Project (PHREDA) which began in 1989, has illustrated the need for innovative, community-based outreach activities for more effective STD control. The proposed grant would fund a research project designed to develop an innovative, community-based model coordinating STD outreach activities with health care for persons residing in neighborhoods with very high rates of STDs. The success of this service delivery model would be empirically examined and compared to a more traditional centralized, individual patient-based delivery system.

San Francisco is particularly suitable for this study because a similar community-based family-planning service delivery model (PHREDA) has already been successfully established in the proposed intervention neighborhoods. In addition, no funds would be needed to set up medical examination sites because this has already been done by the PHREDA project.

The proposed grant would fund (through a contract) three Community Health Outreach Workers who would conduct neighborhood street-based outreach for persons at risk for STDs, including HIV, and in need of family planning or prenatal services. The workers would recruit individuals to seek health care at the alternative community-based STD clinics, facilitate attendance at the sites, and provide ongoing follow-up and health education. The proposed grant would also fund a Nurse Practitioner and a Health Educator

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to coordinate and supervise the Community Health Outreach Workers.

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Nurse Practitioner	.75	\$43,060
	Assistant Health Educator	.38	14,850
	Fringe Benefits		<u>15,636</u>
	Subtotal Personnel	1.13	\$73,546
	<u>Operating Expenses</u>		
	Supplies		\$32,720
	Travel		2,665
	Other		<u>3,530</u>
	Subtotal Operating Expenses		\$38,915
	<u>Contractual Services</u>		
	Personnel (2.7 FTE)		\$55,712
	Other		17,582
	Indirect Contractual Costs (15% of total Contract Costs)		<u>10,994</u>
	Subtotal Contractual Services		<u>\$84,288</u>
	Total Direct Costs		\$196,749
	City Indirect Costs		<u>11,582</u>
	Total Project Budget		\$208,331

**Indirect City Costs:** \$11,582 or 20 percent of personnel costs excluding fringe benefits.

**Required Match:** None.

**Comments:** 1. In addition to the personnel funded by the grant and the budgeted Indirect Costs, four City employees would spend a portion of their time working on this proposed STD control project. These include:

<u>Position</u>	<u>FTE</u>	
Principal Investigator (2232)	0.10	\$8,533
Co-investigator (2250)	0.10	9,170
Staff Assistant V (9742)	0.08	3,533
Disease Control Invstg. (2806)	<u>0.75</u>	<u>28,529</u>
Total	1.03	\$49,765

Ms. Wendy Wolf of DPH reports that none of these four City employees will be affected by the State budget cuts.

2. DPH has completed a Summary of Grant Request which is attached.

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**BUDGET ANALYST**

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item No. \_\_\_\_\_

**Health Commission - Summary of Grant Request**

Rev. 4/10/90

Grantor Centers for Disease Control  
 Contact Person Clara Jenkins  
 Address 255 East Paces Ferry Rd.  
Atlanta, Ga. 30305

Division Community Public Health  
 Section Communicable Disease - STD  
 Contact Person Gail Bolan, MD  
 Telephone 864-8100

Amount Requested \$ 340,446  
 Term: From 9/15/90 To 9/14/91

Application Deadline 6/15/90  
 Notification Expected 8/15/90

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 208,331 from the period of 9/15/90 to 9/14/90 to provide STD services and outreach at a community level. services.

**II. Summary:** (Content/history; need addressed; number & groups served; services and providers)

New federal grant funding public health agencies to develop, implement and evaluate innovative and alternative approaches to the delivery of STD clinical care. This will involve working with the community to increase access to care, establish additional sites providing STD care and improve outreach to encourage people to get prompt care for STD.

**III. Outcomes/Objectives:**

Develop, implement and evaluate innovative and alternative approaches to STD care. Increase access to care and increase the number of sites in high STD incidence areas providing STD clinical care

**IV. Effects of Reduction or Termination of These Funds:**

San Francisco has some of the highest STD rates in the nation. Many high risk clients are underserved because access to care in their neighborhoods is poor and many are unaware of our services. These funds would improve both access and service delivery and improve our outreach efforts in high risk communities.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			208,331			
Personnel			73,546			
Equipment			0			
*Contract Svc.			84,288			
Mat. & Supp.			32,720			
Facilities/Space			0			
Other			6,195			
Indirect Costs			11,582			

**VI. Data Processing**

(none included above)

**VII. Personnel**

F/T CSC			1.00		
P/T CSC			50		
Contractual			4.00		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
part time employee

Will grant funded employees be retained after this grant terminates? If so, How?  
No

**\*VIII. Contractual Services:** Open Bid X Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)

Item 1d - File 146-90-58

- Department:** Department of Public Health (DPH)  
Special Programs for Youth
- Item:** The proposed resolution would authorize DPH, as a subgrantee in collaboration with the Larkin Street Youth Center, as prime grantee, to apply for, accept and expend a new Federal grant.
- Grant Amount:** \$40,000
- Source of Grant:** U.S. Department of Health and Human Services, Office of Substance Abuse Prevention (OSAP)
- Grant Period:** September 1, 1990 to June 30, 1991.
- Project:** Education and Early Intervention Services for High-Risk Youth
- Description:** Five agencies currently providing services to homeless and runaway youth in San Francisco have proposed the development and enhancement of a five-year, multi-agency, city-wide alcohol and other drug abuse program for homeless and runaway youth. In the first year, the project will focus on:
1. Providing high-risk alcohol and other drug abuse assessments for 1,200 youth.
  2. The creation of developmentally appropriate education and early intervention alcohol and other drug abuse groups to reach 600 youth.
  3. Family counseling for 40 families.

The Larkin Street Youth Center would act as the umbrella fiscal and administrative agency for this program of early intervention and education. The total proposed budget for the program's first year is \$343,800

The proposed grant of \$40,000 from the Office of Substance Abuse Prevention would fund the participation of DPH, Special Programs for Youth for the first year of the program. DPH would provide one Licensed Vocational Nurse who would work out of the Larkin Street Youth Center and the Huckleberry House. This nurse would screen homeless and runaway youth on the streets to identify those having substance use and abuse problems and refer them to the project.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Number of  
Persons To Be  
Served:**

1,200 youth

**Grant Budget:**

Personnel	
Licensed Vocational Nurse (1.0 FTE)	\$29,688
Fringe Benefits @ 27%	<u>8,016</u>
Total Personnel	37,704
Travel	1,000
Equipment	<u>1,296</u>
<b>Grant Total</b>	<b>\$40,000</b>

**FTE Staff:** 1.0 FTE

**Required Match:** None

**Indirect Costs:** Not applicable for this grant as DPH is acting as a sub-contractor.

**Comments:** 1. The total budget for the multi-agency program is as follows:

Larkin Street Youth Center	\$138,800
Hospitality House	40,000
Youth Advocates	40,000
Catholic Charities	40,000
DPH	40,000*
UC Institute for Health	<u>45,000</u>
<b>Total Program Budget</b>	<b>\$343,800</b>

\*Subject of the proposed grant resolution.

2. According to Dr. Janet Shalwitz of DPH, the grant funds will be sent directly to the lead agency, Larkin Street Youth Center, and then forwarded to DPH.

3. Ms. Erica Bisgyer, Medical Director for Special Programs for Youth, reports that the Licensed Vocational Nurse (LVN) would be a new position. According to Ms. Bisgyer, the Department makes it clear, when recruiting employees for grant-funded positions, that the position is guaranteed for the period of the grant only. Ms. Bisgyer further stated that if funding is not available after 1990-91 and the Department feels the position should be continued, the Department would seek other sources of grant funding.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. Attached is the Summary of Grant Request prepared by DPH.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Office of Substance Abuse Prevention  
Grantor                      Division CPHS  
Contact Person Grantee: Larkin St. Youth Center Section Special Programs for Youth/YGC  
Address 1044 Larkin St. Contact Person Janet Shalwitz, M.D.  
San Francisco, CA 94109 Telephone 753-7780  
Amount Requested \$ 40,000 Application Deadline                       
Term: From 9/1/90 To 6/30/91 Notification Expected                       
Health Commission                      Board of Supervisors: Finance Committee                       
Full Board                     

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
(Circle appropriate words) grant in the amount of \$ 40,000 from the period of 9/1/90 to 6/30/91  
to provide Education and early intervention for high risk youth services.

**II. Summary:** (Context/history; need addressed; number + groups served; services and providers)

Will focus on providing education and early intervention alcohol and drug abuse service  
to high risk youth and additional family counseling.

**III. Outcomes/Objectives:**

Provide medical street outreach to homeless and runaway youth. Screen homeless and  
runaway youth having substance abuse problems and refer them to the project. Strengthen  
protective factors through a comprehensive approach including shelter, job training.

**IV. Effects of Reduction or Termination of These Funds:**

Youth most at risk for alcohol and substance abuse will be without these program  
services of care and prevention.

**V. Financial Information:**

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>                    </u>	<u>                    </u>	<u>40,000</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Personnel	<u>                    </u>	<u>                    </u>	<u>37,704</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Equipment	<u>                    </u>	<u>                    </u>	<u>1,296</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
* Contract Svc.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Mat. & Supp.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Facilities/Space	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Other - Travel	<u>                    </u>	<u>                    </u>	<u>1,000</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Indirect Costs	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

**VI. Data Processing**

(costs included above)                     

**VII. Personnel**

F/T CSC	<u>                    </u>	<u>                    </u>	<u>1.0</u>	<u>                    </u>	<u>                    </u>
P/T CSC	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Contractual	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
                    

Will grant funded employees be retained after this grant terminates? If so, How?

Potentially. If so, the Department would seek other sources of grant funding.

**\*VIII. Contractual Services:** Open Bid                      Sole Source                      (if sole source, attach Request for Exemption Form)



Item 1e - File 146-90-57

**Department:** Department of Public Health (DPH), Division of Mental Health, Substance Abuse and Forensics

**Item:** Resolution authorizing DPH to apply for, accept and expend an augmentation to State grant funds.

**Amount:** \$210,500

**Source of Grant:** State Department of Mental Health, (McKinney Block Grant)

**Grant Period:** April 1, 1990 through September 30, 1991

**Project:** Services for Homeless Mentally Disabled Individuals of San Francisco.

**Project**

**Description:** The Board of Supervisors previously authorized by resolution (File 146-88-72) a grant allocation for DPH from the State Department of Mental Health in the amount of \$230,000 for the two-year period July 1, 1988 through June 30, 1990. The proposed additional allocation would extend the original allocation through the next Federal fiscal year (September 30, 1991), and also would include a one-time allocation for replacing the housing stock for the homeless mentally ill which was lost due to the October, 1989 earthquake.

The proposed grant would allocate \$148,000 to continue contracted services for homeless outreach services for the mentally ill. Under the previous grant, these service were provided through a contract with the Central City Hospitality House, a non-profit organization. The services were provided at the Tenderloin Self Help Center, which is operated by the Central City Hospitality House. The Tenderloin Self Help Center's services included advocacy, peer counseling and drop-in services to mentally disabled persons. At this time, DPH has not yet designated a contractor for the proposed FY 1990-91 grant period.

The remaining \$62,500 of the proposed grant would be used to fund technical assistance and development costs of increasing the housing stock for the mentally ill lost by the earthquake. This one-time allocation would pay for a technical assistance contract with Housing for Independent People, Inc. (HIP), a non-profit housing development corporation. HIP would provide consulting services to the City, including analyzing the City's needs for increased

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

housing for the mentally ill and assessing the availability of viable construction and/or renovation sites.

**Project Budget:**      Continuing Homeless Outreach Services:

Contractual Services	\$148,000
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Housing Stock Development Project:

Personnel	\$22,274	
Contractual Services	36,016	
Indirect Costs	<u>4,210</u>	
Total		<u>\$62,500</u>

Total Grant	\$210,500
-------------	-----------

**Indirect Cost Rate:** \$4,210 or 19% of personnel costs

**Required Match:**      None

**Comments:**

1. Ms. Linda Wang of DPH reports that due to the State budget cuts, several of the local community service centers will have to be closed. DPH is uncertain at this time which centers will be impacted and therefore has not yet designated a contractor for this proposed grant project. Ms. Wang reports however that DPH anticipates that the grant funding itself will not be affected by the State budget cuts.

2. DPH has completed a Summary of Grant Request, which is attached.

**Recommendation:**      Approve the proposed resolution.

Granitor State Dept Mental Health Division DMSE Attachment  
 Contact Person Jack Herrera Section Adult Community  
 Address 1600-9th St Contact Person Linda Wang  
Sacramento, Ca 95814 Telephone 255-3420  
 Amount Requested \$ 210,500 Application Deadline n/a this is an extension of  
 Term: From 4/1/90 To 9/30/91 Notification Expected one-time categorical funds  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 210,500 from the period of 4/1/90 to 9/30/91  
 to provide outreach and technical assistance services.

II. Summary: (Concise history; need addressed; number + groups served; services and providers)

The State Department of Mental Health allocates McKinney block grant funds to Counties  
to meet the service needs of the homeless mentally ill. \$62,500 of this grant is a one-time  
allocation for technical assistance to develop housing lost during the earthquake for  
homeless mentally ill; the \$148,000 is the 90/91 allocation to continue contracted services  
for homeless outreach services for the mentally ill.

III. Outcomes/Objectives:

- 1) To complete predevelopment on at least one housing site with at least 30 units.
- 2) To plan for the housing needs of the homeless mentally ill
- 3) To provide self-help, benefits advocacy, drop-in services and outreach to homeless mentally ill.

IV. Effects of Reduction or Termination of These Funds:

These are categorical block grant funds; reduction or termination would reduce the sub  
contract with a community agency to provide outreach and advocacy services in the  
Tenderloin and stop the technical assistance efforts to develop housing for this population

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount		230,000	210,500	(19,500)	- 0 -	
Personnel			22,274	22,274		
Equipment						
Contract Svc.		225,400	184,016	(41,384)		
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs		4,600	4,210	(390)		

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC				
P/T CSC			4 FTE	4 FTE
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Short Doyle, General Fund

VIII grant funded employees be retained after this grant terminates? If so, How?

Yes, this funding pays only for earthquake specific tasks for this fiscal year and will  
terminate with end of this block grant to be replaced with other duties.

VIII. Contractual Services: Open Bid X Sole Source X (if sole source, attach Request for Exemption Form)

for services

for technical assistance, using non-  
 profit agency (Health Commission  
 approved 6/19/90



Item 1f - File 146-90-56

**Department:** Department of Public Health (DPH)  
Family Health Bureau

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a continuation of a State grant.

**Amount:** \$130,000

**Source of Grant:** State Department of Health Services  
Maternal and Child Health Branch

**Grant Period:** July 1, 1990 to June 30, 1991

**Project:** Teen Fathers Case Management  
Title V Demonstration Project

**Project Description:** The proposed State grant would fund the last year of a five year demonstration project to provide counselling, case management and referral services to teen fathers and potential teen fathers in San Francisco. The project attempts to reduce the pregnancy rate by providing support and service to its clients and their partners and to improve social and educational functioning of the adolescent male and his family. These services would be provided through a sole-source contract with the Ella Hill Hutch Community Center, a non-profit organization that has been providing these services for the past four years.

**No. of Persons to be Served:** Approximately 90 teenagers from the Western Addition and Bayview Hunter's Point

**Project Budget:** Contractual Services

<u>Personnel</u>	<u>FTE</u>	
Program Coordinator	0.75	\$23,540
Accountant	0.50	7,200
Secretary	0.50	6,000
Data Entry Clerk	0.75	11,000
Counselors	<u>2.25</u>	<u>54,000</u>
	4.75	
Subtotal Personnel		\$101,740
Fringe Benefits @ 16.7% (excluding Accountant)		15,788

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Operating Expenses

Travel	300
Utilities	2,100
Telephone	1,760
Postage	250
Printing	600
Training Materials	782
Office Supplies	<u>1,680</u>

Subtotal Operating Costs 7,472

Consultant Fees 5,000

**Total Project Budget 130,000**

**Required Match:** None

**Comments:**

1. Ms. Virginia Smyly of the Department of Public Health reports that the \$5,000 of Consultant fees would be used by the Ella Hill Hutch Community Center to subcontract for an overall evaluation of the Program in its final year.

2. The proposed State grant amount of \$130,000 has not increased from the previous Fiscal Year 1989-90. According to Ms. Smyly, this is the last year of State funding for this Project, and DPH will not request any additional funding from the City when these grant funds are depleted. This pilot project was funded for demonstration purposes only and is scheduled to be discontinued effective June 30, 1991.

3. Dr. Larry Meredith from DPH, is uncertain at this time how the State budget cuts will specifically affect the proposed Program. However, Dr. Meredith anticipates that the State budget cuts will not affect the proposed grant funding during its upcoming final year. Should the budget cuts affect the Program, DPH will curtail the Program earlier than scheduled.

4. Ms. Smyly reports that the contract with the Ella Hill Hutch Community Center has been awarded on a sole-source basis due to the need for continuity in the Program. The Ella Hill Hutch Community Center has provided the contractual services for the past four years of the Program. The Health Commission approved this sole-source contract award in May 1989.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

5. Attached is the "Health Commission Summary of Grant Request" prepared by the Department of Public Health for this State Grant.

**Recommendation:** Approve the proposed resolution.

BOARD OF SUPERVISORS  
BUDGET ANALYST



Grantor State DHS, Maternal Child Branch  
 Contact Person Jocelyn Briscoe Simmons  
 Address 714/744 P Street  
Sacramento, California 95814  
 Amount Requested \$ 130,000  
 Term: From 07/01/90 To 06/30/91  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 \_\_\_\_\_ Full Board \_\_\_\_\_

Division CPHS  
 Section Family Health  
 Contact Person Virginia Smyly  
 Telephone 554-2575  
 Application Deadline May 25, 1990  
 Notification Expected July 15, 1990

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 130,000 from the period of 07/01/90 to 06/30/91  
 to provide Title V Demonstration Project services.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

The Title V Demonstration Project addresses the need to provide support and service  
to 90 adolescent males at risk for becoming parents through community based case  
management services.

III. Outcomes/Objectives:

A reduced pregnancy rate among clients, improved social and educational functioning  
of adolescent male and his family.

IV. Effects of Reduction or Termination of These Funds:

Adolescent males most in need of support and intervention services will not  
receive them; these males may irresponsibly become fathers.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>	<u>0</u>	<u>n/a</u>	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
* Contract Svc.	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>	<u>0</u>	<u>n/a</u>	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC	_____	_____	_____	_____	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, how?

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (if sole source, attach Request for Exemption Form)  
 Sole source request approved May 89 Health Commission Meeting through FY 90-91

Item 1g - File 146-90-55

**Department:** Department of Public Health (DPH)  
Community Mental Health Services

**Item:** Resolution authorizing DPH to accept and expend a State continuation grant

**Grant Amount:** \$164,571

**Source of Grant:** State Department of Mental Health Services

**Grant Period:** July 1, 1990 to June 30, 1991

**Project:** Supportive Housing for Residents with AIDS/ARC Dementia

**Description:** The proposed continuation grant would renew funding for a residential facility that provides support services for up to eight residents with mild to moderate AIDS-related dementia (brain disorders). This facility allows the residents to receive intensive support services, such as psychotherapy, supervision and coordination of home-based services, without having to be placed in hospitals.

DPH contracts with Catholic Charities to operate the Supportive Housing for Residents with AIDS/ARC Dementia Project. FY 1990-91 would be the third year Catholic Charities would operate this program.

<b>Grant Budget:</b>	<u>Contractual Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Social Worker/Volun. Coord.	1.0	\$ 24,464
	DayCare Coordinator	1.0	24,621
	Administrative Asst.	<u>1.0</u>	<u>18,064</u>
		3.0	
	Personnel Subtotal		\$ 67,149
	Fringe Benefits @ 21%		<u>14,101</u>
	Personnel Total		\$ 81,250

BOARD OF SUPERVISORS  
BUDGET ANALYST

Operations

Conference/Travel	\$1,600
Consultation:	
Nurse	22,500
(\$25/hr X 18 hrs/wk X 50 wks)	
Psychiatric Consult	9,600
(\$50/hr X 4 hrs/wk X 48 wks)	
Medical Attendant	15,880
Client-related expenses	5,000
Office/Postage expenses	1,000
Insurance	500
Printing	1,000
Staff Development	<u>2,772</u>
Operations Subtotal	59,852
Catholic Charities Overhead @ 14.3% of Total Grant less CMHS Overhead	20,178
CMHS Overhead @ 2% of Total Grant	<u>3,291</u>
<b>TOTAL GRANT</b>	<b>\$ 164,571</b>

**FTE Staff:** 3.0 FTE (Contractual Services)

**Required Match:** None

**Indirect Costs:** \$3,291 or 2% of total grant

**Comments:**

1. According to Ms. Wilma O'Callahan, a program monitor for the State Department of Mental Health, recent State cuts in health programs did not include AIDS programs and thus will have no direct impact on this grant. Ms. O'Callahan also reported that this grant is a categorical line-item grant which can only be spent on this AIDS program.

2. Attached is the Summary of Grant Request prepared by DPH.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 1h - File 146-90-54

**Department:** Department of Public Health (DPH), Community Health Services, Family Health, Dental

**Item:** Resolution authorizing DPH to accept and expend a continuation State grant

**Amount:** \$8,325

**Source of Grant:** State Department of Health, Dental Health Section for Preventive Dental Services to Children

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Dental Disease Prevention Program

**Project Description:** This would be the twelfth year of a State grant to provide an on-going school-based Dental Disease Prevention Program to 1,850 San Francisco school children. The services would include daily supervised flossing and brushing, weekly topical application of fluoride, education, monitoring and technical assistance. The grant would fund one part-time Classroom Educator.

<b>Project Budget:</b>	Personnel	\$5,658
	Supplies	2,300
	Other	250
	Indirect Costs (2% of personnel costs)	<u>117</u>
	Total Project Budget	\$8,325

**Required Match:** None.

**Comments:** 1. Ms. Samantha Stephen of DPH reports that DPH does not expect the State budget cuts to have an impact on this program.

2. Ms. Stephen also reports that in addition to the personnel funded by the grant, she spends approximately 20 percent of her time coordinating and administering the Dental Disease Prevention Program. The Budget Analyst calculates this cost at approximately \$9,869, including fringe benefits.

3. Attached is the Summary of Grant Request prepared by the Health Commission.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item No. \_\_\_\_\_

Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Dept. Health ServicesDivision Community Public Health ServiceContact Person Ed StahlbergSection Family Health, DentalAddress Program Support Branch  
Sacramento, CAContact Person Nemesio Paredes  
Telephone 554-2570Amount Requested \$ 8,325

Application Deadline \_\_\_\_\_

Term: From 7/1/90 To 6/30/91

Notification Expected \_\_\_\_\_

Health Commission 7/10/90

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to ~~apply for~~ (accept and expend) a ~~(new)~~ (continuation) ~~(renewal)~~ ~~(supplement to)~~ grant in the amount of \$ 8,325 from the period of 7/1/90 to 6/30/91 to provide preventive dental preventive services to school children services.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

This is the twelfth year continuation of a State grant to provide an ongoing school-based Dental Disease Prevention Program to 1,850 San Francisco school children. Services include supervised flossing and brushing, topical application of fluoride, education, and monitoring and technical assistance. Services will be provided by part time Civil Service staff.

III. Outcomes/Objectives:

- 1) Provide each participating student supervised brushing and flossing activities five times/week; 2) Provide each participating student a weekly topical fluoride application; 3) provide each participating classroom with 3 instructional visits, each averaging (continued next page)

IV. Effects of Reduction or Termination of These Funds:

State funding of these services have continued for approximately twelve years and are expected to continue, even though the level of funding has fluctuated. Funds are not expected to terminate.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		6,075	8,325	+2,250		
Personnel		5,353	5,658	+ 305		
Equipment						
*Contract Svc.						
Mat. & Supp.			2,300	+2,300		
Facilities/Space						
Other		600	250	- 350		
Indirect Costs		122	117	- 5		

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC				
P/T CSC		1	1	
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Employee is part time only.

Will grant funded employees be retained after this grant terminates? If so, How?  
Grant is not expected to terminate.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)



Item 1i - File 146-90-53

**Department:** Department of Public Health (DPH)  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a continuation State grant.

**Amount:** \$186,746

**Source of Grant:** State Department of Health Services

**Grant Period:** July 1, 1990 through June 30, 1991

**Project:** Comprehensive Perinatal Services Program

**Project Description:** The proposed State grant would be used to provide funds for the management and coordination of the DPH's Comprehensive Perinatal Services Program (CPSP) and to enhance and maintain Maternal/Child Health activities. Specific program services include: (1) providing technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) providing public information about the availability of the Medi-Cal funded perinatal services; (3) recruiting additional health care providers to offer such services and; (4) providing on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services. DPH reports that there are currently 13 health care providers in the City, which are offering Medi-Cal funded perinatal services.

**No. of Persons to be Served:** Approximately 1,500 Medi-Cal eligible women

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Sr. Medical Social Worker	.75	\$37,897
	Perinatal Social Worker	.75	32,769
	Health Educator	.75	28,410
	Data Clerk	.75	16,639
	Clerk Typist	.50	13,403
	Fringe Benefits		<u>36,153</u>
	Subtotal Personnel	3.5	\$165,271

BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Finance Committee  
August 22, 1990

Operating Expenses

Travel	\$3,500	
Consultant Services	12,000	
Office Supplies	1,800	
Reproduction	1,200	
Educational Materials	1,500	
Training	<u>1,475</u>	
Subtotal Operating Expenses		<u>21,475</u>
Total		\$186,746

**Indirect Costs:** None

**Required Match:** None

**Comments:** 1. Ms. Virginia Smyly of the DPH, Community Public Health Services reports that to her knowledge, the proposed grant will not be effected by the impending State funding cuts for health care programs. Ms. Smyly advises that the Department has recently received an advance copy of the State's contract for the proposed grant funds (the final copy of the contract is to follow within a few days) and that this advance contract includes the entire proposed grant amount of \$186,746.

2. The proposed grant amount of \$186,746 represents an increase of \$33,756 over the \$152,990 grant amount allocated in FY 1989-90.

3. Attached is the Department of Public Health's "Summary Grant Request" prepared by the DPH for this State grant.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor <u>State DHS, MCH Branch</u> Contact Person <u>Marvin Crabbe</u> Address <u>714/744 P Street</u> <u>Sacramento, CA 95814</u> Amount Requested \$ <u>186,746</u> Term: From <u>07/01/90</u> To <u>06/30/91</u> Health Commission _____ Board of Supervisors: Finance Committee _____	Division <u>CPHS</u> Section <u>Family Health</u> Contact Person <u>Virginia Smyly</u> Telephone <u>554-2575</u> Application Deadline <u>May 1990</u> Notification Expected <u>July 15, 1990</u> Full Board _____
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I. Item Description: Request to (apply for) (accept and expend) a (continuation) (allocation) (augmentation to a) grant in the amount of \$ 186,746 from the period of 07/01/90 to 06/30/91 to provide perinatal services.

II. Summary: (Contact history; need addressed; number + groups served; services and providers)  
The State MCH Branch makes available this grant to implement and coordinate the CPSP program in the county. Currently there are 13 approved providers, including 3 private practices. At least 1500 women will be served through the 13 providers.

III. Outcomes/Objectives:  
1500 women will receive comprehensive prenatal care under the CPSP program. Thirteen providers will receive technical assistance.

IV. Effects of Reduction or Termination of These Funds:  
Technical assistance will not be available to CPSP providers during this implementation phase. This will reduce ability to serve women and to maximize revenues.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	<u>99,500</u>	<u>152,990</u>	<u>186,746</u>	<u>33,756</u>		
Personnel	<u>99,500</u>	<u>149,640</u>	<u>165,271</u>	<u>15,631</u>		
Equipment		<u>0</u>	<u>0</u>	<u>0</u>		
Contract Svc.		<u>0</u>	<u>12,000</u>	<u>12,000</u>		
Mat. & Supp.		<u>2,000</u>	<u>1,800</u>	<u>(200)</u>		
Facilities/Space		<u>0</u>	<u>0</u>	<u>0</u>		
Other		<u>1,350</u>	<u>7,675</u>	<u>6,325</u>		
Indirect Costs			<u>0</u>			

VI. Data Processing  
 (cost included above) \_\_\_\_\_

VII. Personnel

F/T CSC	<u>2.19</u>	<u>2.94</u>	<u>3.6</u>	<u>.66</u>	
P/T CSC			<u>.35</u>	<u>.35</u>	
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
n/a

VIII. grant funded employees be retained after this grant terminates? If so, how?  
It is hoped that at least 2.0 employees will be retained through other grants.

VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)



Item 1j - File 146-90-52

**Department:** Department of Public Health (DPH)  
Community Public Health Services

**Item:** Resolution authorizing the Department of Public Health (DPH) to apply for, accept and expend a continuation of a Federal grant.

**Amount:** \$357,426

**Source of Grant:** Department of Health and Human Services  
Centers for Disease Control (CDC)

**Grant Period:** September 15, 1990 to September 14, 1990

**Project:** Evaluation of Condom Use and Intervention

**Project Description:** The proposed Federal grant would fund the second year of a three year project. The focus of the project is to evaluate the use of condoms among those who are at high risk of contracting and transmitting sexually transmitted diseases, and designing methods to increase condom use among those high risk populations. The proposed Federal grant would be used to allow the Department of Public Health (DPH) to perform a comprehensive study on condom use and would also fund a sole-source contract with the University of California, San Francisco (UCSF) to conduct the evaluation of the project.

**Project Budget:**

	<u>FTE</u>	
<u>Civil Service Personnel</u>		
Sr. Disease Control Investigator	1.0	\$45,000
Disease Control Investigator	2.0	67,200
Sr. Clerk Typist	<u>1.0</u>	<u>24,468</u>
	4.0	
Subtotal Personnel		\$136,668
Fringe Benefits @ 27%		36,900
<u>Equipment</u>		
Desks (3 @ \$300)		\$900
Chairs (3 @ \$50)		150
File Cabinets (3 @ \$150)		<u>450</u>
Subtotal Equipment		1,500
<u>Travel</u>		4,606

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Supplies

Lab Tests/ Forms (800 tests)	\$8,200
Office Supplies	1,500
Educational Supplies (condoms and brochures)	1,550
Computer Supplies	<u>2,500</u>
Subtotal Supplies	\$13,750

Other Operating Costs

Printing	1,250
Postage	480
Telephone	900
Rental Space	7,500
Mainframe Computer Time	1,000
Participant Fees	8,000
Focus Groups	<u>7,500</u>
Subtotal Operating Costs	26,630

Contractual Services - UCSF

Personnel	32,220
Travel	1,250
Overhead (15% of Personnel and Travel)	<u>5,021</u>
Subtotal Contractual Services	38,491

Indirect Costs (20% of Personnel) 27,334

**Total Project Budget** **\$285,879**

**Indirect City Costs:** \$27,334 (20% of Personnel Costs)

**Required Match:** None

**Comments:** 1. In the proposed resolution to apply for, accept and expend \$357,426 of Federal grant funds, DPH included estimates of personnel costs prepared by UCSF which were overstated and were later revised. DPH also had initially anticipated larger Personnel costs in its budget. These initial cost estimates have now been revised to reflect the total Project Budget of \$285,879, as shown above. According to Ms. Wendy Wolf from DPH, the proposed grant amount of \$357,426 should be reduced to \$285,879 a reduction of \$71,547.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Therefore, the proposed legislation should be amended to reflect the reduced grant amount of \$285,879 instead of \$357,426.

2. Although there is no formal required match in order to receive these funds, Ms. Wolf states that the Department of Public Health is contributing the in-kind services of a Principal Investigator (0.15 FTE) at an estimated annual cost of \$12,475.

3. According to DPH, the contract with UCSF would be awarded on a sole-source basis due to the unique nature of the services and the need for continuity in the evaluation phase of the project. UCSF was the evaluation contractor during the first year of the project.

4. Attached is the "Health Commission - Summary of Grant Request" prepared by the Department of Public Health for this Federal Grant.

**Recommendation:** Amend the proposed legislation to reduce the grant amount from \$357,426 to \$285,879 and approve the resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 1k - File 146-90-51

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing DPH to accept and expend a continuation grant for AIDS surveillance projects.

**Grant Amount:** \$198,098

**Source of Grant:** U.S. Department of Health and Human Services, Centers for Disease Control (CDC)

**Grant Period:** August 1, 1990 to July 31, 1991

**Grant Project:** AIDS Surveillance/Evaluation

**Description:** The proposed grant would continue funding for the following two projects:

National Death Index (NDI) Match - The NDI Match project uses the National Death Index, an index of death certificates categorized by cause of death, to evaluate and improve the accuracy of AIDS mortality data.

SEARCH - The SEARCH project evaluates the completeness of AIDS reporting in health care settings.

**Grant Budget:** NDI Match Project

Personnel	
Disease Control Invest. (FTE 1.0)	\$ 34,572
Epidemiologist (FTE .10 - Other 90% supported by SEARCH Project)	<u>3,362</u>
Personnel Subtotal	\$ 37,934
Fringe Benefits @ 27%	<u>10,242</u>
Personnel Total	\$ 48,176
Materials and Supplies	
Equipment	3,652
Travel	3,300
Other (Postage, Telephone, Rent)	10,452
Indirect Costs @ 20 % of Personnel	<u>7,587</u>

NDI Match Project Total \$73,827

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BUDGET ANALYST

SEARCH Project

Personnel

Epidemiologist I                      \$ 30,262  
(FTE .90 - Other 10%  
supported by NDI Match Project)

Disease Control Invest.              34,572  
(FTE 1.0 )

Personnel Subtotal                      \$ 64,834  
Fringe Benefits @ 27%                  17,505  
Personnel Total                          \$ 82,339

Materials and Supplies                  1,140  
Travel                                      2,425  
Other (Telephone, Postage, Rent)      25,400  
Indirect Costs  
    @ 20% of Personnel                  12,967

**SEARCH Project Total                      \$ 124,271**

**Grant Total                                  \$ 198,098**

**Indirect Costs:**                      \$20,554 or 20 percent of Personnel Costs for both projects

**Local Required  
Match:**                                  None.

**Comments:**                      1. According to Ms. Judith Weld, the interim Grants Manager for DPH, a larger, on-going grant from the Center for Disease Control funds basic AIDS surveillance activities. The proposed grant would supplement this on-going grant and would fund evaluations of surveillance activities for accuracy and comprehensiveness.

2. The 1989-90 grant was \$161,160, as compared with the proposed \$198,098 for 1990-91, an increase of \$36,938. Ms. Weld states that the increase in costs from 1989-90 is the result of the replacement of some part-time positions with full-time positions, step increases and COLAs. Ms. Weld also reports that there has been an increase in the "Other" category (i.e., telephone, postage, rent) as a result of a transfer of several items which were mistakenly placed in the "Contractual Services" category in the 1989-90 budget.

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3. Ms. Weld states that, as a result of telephone negotiations with the grantor, the CDC, the requested grant amount has been amended from \$198,098 to \$201,312, an increase of \$3,214. The revisions to the requested grant include reductions totalling \$4,786 in Travel and Other Expenses in both the NDI Match Project and the SEARCH Project. These reductions would be offset by \$8,000 in rollover funds from the FY 1989-90 grant. The \$8,000 was to be spent on a computer system for the SEARCH Project in FY 1989-90, however, the computer system has not yet been purchased. The CDC has agreed to carry over the funding into the proposed FY 1990-91 budget. The \$4,786 in reductions offset by the \$8,000 rollover funds result in a \$3,214 increase in the total grant amount. The initial \$198,098 grant budget as compared to the revised \$201,312 grant budget and the line item increases and decreases are as follows:

NDI Match Project

	<u>Original Request</u>	<u>Revised Request</u>	<u>Increase (Decrease)</u>
Personnel Total	\$48,176	\$48,176	0
Materials and Supplies	660	660	0
Equipment	3,652	3,652	0
Travel	3,300	2,000	(1,300)
Other	10,452	8,749	(1,703)
Indirect Costs @ 20 % of Personnel	<u>7,587</u>	<u>7,587</u>	<u>0</u>
<b>NDI Match Project Total</b>	<b>\$73,827</b>	<b>\$70,824</b>	<b>\$(3,003)</b>

SEARCH Project

Personnel Total	\$ 82,339	\$82,339	\$0
Materials and Supplies	1,140	1,140	0
Travel	2,425	1,855	(570)
Other	25,400	24,187	(1,213)
Computer System	0	8,000	8,000
Indirect Costs @ 20% of Personnel	<u>12,967</u>	<u>12,967</u>	<u>0</u>
<b>SEARCH Project Total</b>	<b>\$ 124,271</b>	<b>\$130,488</b>	<b>\$6,217</b>
<b>Grant Total</b>	<b>\$ 198,098</b>	<b>\$201,312</b>	<b>\$3,214</b>

4. Ms. Weld reports that the City's surveillance program is funded almost entirely with Federal funds, thus recent State cuts in health programs will not directly affect the program or this grant. In addition, Ms. Weld states that this grant is a categorical line-item grant and can only be spent on this AIDS surveillance program.

5. Attached is the Summary of Grant Request prepared by the Department of Public Health.

**Recommendation:** Amend the proposed resolution to increase the grant amount by \$3,214 from \$198,098 to \$201,312 and approve as amended.



rantor PHE/Centers for Disease Control  
 ontact Person Jeff Efird  
 ddress 255 E. Paces Ferry Road  
Atlanta, GA 30305  
 ount Requested \$ \$201,132  
 erm: From 8-1-90 To 7-31-91  
 ealth Commission \_\_\_\_\_

Division CO/AO  
 Section AIDS  
 Contact Person Maria Lemus  
 Telephone 554-9000  
 Application Deadline May 10, 1990  
 Notification Expected July 10, 1990  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$ 198,098 from the period of 8-1-90 to 7-31-91 to provide evaluation of surveillance of AIDS/HIV infection in San Francisco services.

I. Summary: (Concise summary; need addressed; number + groups served; services and providers)

Through the DPH-National Index Match Project and the SEARCH Project the AIDS Office evaluates the case and mortality reporting for AIDS. The NDI project identifies deaths from AIDS not obtained through regular surveillance methods. The SEARCH project evaluates the completeness of AIDS reporting in health care settings. This grant represents second year funding for this project.

#### II. Outcomes/Objectives:

To evaluate the completeness of regular AIDS surveillance methods and to augment the information obtained by the regular methods.

#### V. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would result in our inability to contribute important information to health care planning in San Francisco.

#### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		<u>161,160</u>	<u>201,312</u>	<u>36,938</u>		
Personnel		<u>106,139</u>	<u>130,515</u>	<u>24,376</u>		
Equipment		<u>4,962</u>	<u>3,652</u>	<u>- 1,310</u>		
Contract Svc.		<u>14,950</u>	<u>0</u>	<u>- 14,950</u>		
Mat. & Supp.		<u>2,780</u>	<u>1,800</u>	<u>- 980</u>		
Facilities/Space		<u>8,659</u>	<u>5,746</u>	<u>3</u>		
Other		<u>7,215</u>	<u>39,045</u>	<u>25,700</u>		
Indirect Costs		<u>16,455</u>	<u>20,554</u>	<u>4,099</u>		

#### VI. Data Processing

(costs included above)

\$3,652

#### VII. Personnel

	F/T CSC	P/T CSC	Contractual
	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

This grant is supplementary to a larger, non-competitive, ongoing grant from CDC for prevention and surveillance. The part-time employee indicated above is also paid from the larger prevention and surveillance grant.

When grant funded employees be retained after this grant terminates? If so, How?

Grant is ongoing and non-competitive, therefore is not expected to terminate.

#### \*VIII. Contractual Services: Open Bid

Sole Source

(if sole source, attach Request for Exemption Form)

N/A





Item 11 - File 82-90-8

**Departments:** Real Estate Department  
Airports Commission

**Item:** Resolution authorizing acquisition of 52 additional noise easements in the City of South San Francisco for purposes of airport noise mitigation.

**Description:** The San Francisco International Airport's Noise Easement Acquisition program consists of insulating private residences and schools in the City of South San Francisco and other cities which are located near the San Francisco Airport.

The proposed resolution would authorize the City's Director of Property, at the request of the Airport's Commission, to purchase 52 additional noise easements from home owners within the City of South San Francisco at an estimated cost of \$120,615. Airport revenues in this amount have been previously appropriated and are available for the acquisition of these noise easements.

Acquisition of these noise easements constitutes Phase V (b) of the Noise Abatement Program in the City of South San Francisco. In 1989, the Board of Supervisors approved a resolution (82-89-10) authorizing the purchase of 57 noise easements in the City of South San Francisco for an estimated cost of \$148,505, which constituted Phase V (a).

Once purchased, the noise easements would remain in effect for 20 years. In return for the grant of easements, the City would pay 20 percent of the total construction cost to insulate the residences. In addition, the City would also pay 20 percent of the title insurance fees. The City of South San Francisco would pay the remaining 80 percent of the total construction costs and insurance fees with funding obtained from Federal grant funds.

- Comments:**
1. The Board of Supervisors has also previously approved the acquisition of noise easements in the Cities of Millbrae and San Bruno, as part of the City's ongoing Airport Noise Monitoring Program.
  2. The proposed Noise Easement Acquisition Program is in conformity with the City of South San Francisco's Master Plan per its City Council Resolution Nos. 89-83, 188-84, 41-88 and 138-88.

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**BUDGET ANALYST**

3. According to Ms. Angela Gittens, the Airport Deputy Director for Business and Finance, the estimated cost to acquire the 52 Phase V (b) noise easement deeds is \$120,615; however, this may be exceeded provided the aggregate cost to acquire these deeds, plus the 57 Phase V (a) deeds does not exceed \$269,120 (\$148,505 estimated cost for Phase V (a) + \$120,615 estimated cost for Phase V (b) ). Ms. Gittens reports that transferring funds between phases of a noise easement project if the actual cost of one phase is less than anticipated is standard practice.

4. According to Mr. Don Garibaldi of the City Attorney's Office, the Airport has spent over \$1,000,000 in legal and related costs to defend against noise-related small claims lawsuits filed by San Mateo County residents since 1982. The City's acquisition of noise easements is expected to reduce the volume of such claims.

**Recommendation:** Approve the proposed resolution.

Item 1m - File 68-90-14

**Department:** Mayor's Office

**Item:** Resolution authorizing the Office of the Mayor to accept and expend private grant funds.

**Amount:** \$77,991

**Source of Funds:** Various private foundation grants

**Term:** November 11, 1990 through March 16, 1991

**Project:** The Mayor's Interfaith Task Force on the Homeless and the 1990-91 Interfaith Emergency Winter Shelter Program.

**Project Description:** The Mayor's Interfaith Task Force on the Homeless is comprised of representatives of various religious denominations and social service organizations. The Interfaith Task Force was established in Fiscal Year 1989-90. It directly coordinates funding sources and provides staffing for the Interfaith Emergency Winter Shelter Program.

The Interfaith Emergency Winter Shelter Program seeks to coordinate private foundation, non-profit and religious community efforts to supplement the City's Emergency Shelter services during the winter months. The proposed Program would provide shelter and meals for up to 180 men at two rotating shelter sites. The rotating shelter sites would include churches and community agency facilities. The Emergency Winter Shelter Program would operate from November 11, 1990 through March 16, 1991 for a total of 18 weeks.

Individuals would be referred to the Winter Shelter Program from the City's two new 24-hour multi-service centers.

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**Project Budget:**

<u>Personnel</u>	<u>FTE</u>	<u>Foundations</u>	<u>City</u>	<u>Non-Profit</u>
Program Coordinator	.75	\$21,751		
1 Van Driver	.33	2,975		
Fringe Benefits for Program Coordinator and Van Driver		11,246		
2 Shelter Supervisors	.33	17,850		
3 Shelter Assistants	.33	15,470		
Program Supervisor - Department of Social Services	.1		\$4,000	
Fringe Benefits @ 19%			1,160	
Volunteers-10/night shift and 5/morning shift for a total of 6,000 hours @ \$5/hr				\$30,000
<b>Total Personnel</b>	<b>1.84</b>	<b>\$69,292</b>	<b>\$5,160 (in-kind)</b>	<b>\$30,000 (in-kind)</b>

**Operating Costs**

Food				\$34,560
Utilities, maintenance and other misc. costs incurred at shelter sites				7,800
Loss of potential rental income to participating congregations				10,400
Office of Emergency Services				
200 Cots			\$3,400	
400 Blankets			1,600	
Public Health Dept.			32,400	

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<u>Operating Costs (cont.)</u>	<u>FTE</u>	<u>Foundations</u>	<u>City</u>	<u>Non-Profit</u>
Bureau of Building Inspection-Building Inspectors to certify each site			\$2,808	
Fire Dept. Fire Inspectors to certify each site			2,808	
Department of Social Services Office Support Rent-includes utilities and maintenance Office furniture Telephone Postage Photocopying Fuel and maintenance for 2 vans			2,500  400 700 700 800  2,102	
<b>Total Operating Costs</b>			<u>\$50,218</u> (in-kind)	<u>\$52,760</u>
<b>Total Personnel &amp; Operating Cost</b>	<u>\$69,292</u>		<u>\$55,378</u> (in-kind)	<u>\$82,760</u> (\$30,000 in-kind)
<b>Estimated Total Program Cost</b>				<b>\$207,430</b>

**Comments:**

1. The Emergency Interfaith Winter Shelter Program is designed to combine efforts from private foundations, the City and non-profit agencies. The total Program cost of \$207,430 is comprised of \$69,292 in proposed foundation grants, which is the subject of the proposed resolution, \$55,378 of in-kind contributions by the City and \$82,760 provided by approximately 84 churches and synagogues, of which \$30,000 would be in-kind contributions.
2. The proposed resolution is to accept and expend private foundation grant funds for \$77,991. However, as indicated above, the project budget only includes \$69,292 of private foundation grant funds, a reduction of \$8,699. The reduction of funds is because funds were originally appropriated for a full year Project Coordinator salary. Because the Mayor has not committed to renewing the plan in Fiscal Year 1991-92, the Project Coordinator's services will only be needed for nine rather than 12 months

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(September 1990 through May 1991). Therefore, the amount required from private foundation funds and the subject proposed resolution should be reduced from \$77,991 to \$69,292.

3. According to Ms. Donahue, all of the proposed personnel would be hired on a contractual basis with the exception of the Program Supervisor. The Program Supervisor, who would work on the project for two months in addition to her other duties, is an existing member of the Mayor's Staff.

4. Ms. Donahue reports that a separate resolution to request authority to apply for funds was submitted to the Board of Supervisors for immediate adoption on August 6, 1990. Thus, the proposed resolution does not include an "apply for" clause. The Task Force has submitted a written proposal to various foundations applying for financial support for this Program. The list of foundations is as follows: Levi Strauss Foundation, Pacific Telesis Foundation, McKesson Foundation, Transamerica Foundation, Swig Foundation, Wallace Alexander Gerbode Foundation, San Francisco Foundation, Evelyn and Walter Haas, Jr., Fund, and the S.H. Cowell Foundation. As of the writing of this report, Ms. Donahue reports that there has been no response from these foundations.

5. The City's in-kind contribution of \$55,378 constitutes goods and services and personnel from the following departments: Office of Emergency Services (\$5,000), Public Health Department (\$32,400), Bureau of Building Inspection (\$2,808), Fire Department (\$2,808), and the Department of Social Services (\$12,362). Ms. Donahue reports that funds for these in-kind contributions are appropriated in the contributing departments' FY 1990-91 budgets.

6. As noted above, the proposed legislation would authorize the Mayor's Office to accept and expend \$77,991 of private grant funds from various foundations, in support of the Mayor's Interfaith Task Force on the Homeless and the 1990-91 Interfaith Emergency Winter Shelter. The Mayor's Office reports that an Amendment of the Whole to this proposed legislation will be introduced at the August 22, 1990 meeting of the Finance Committee. The proposed legislation would be amended to authorize the Department of Social Services, instead of the Mayor's Office, to accept and expend gift funds in the amount of \$69,292 instead of \$77,991 from various foundations to be used in support of the Mayor's Inter-Faith Task Force on the Homeless and the 1990-91 Interfaith Emergency Winter Shelter Program.

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7. On August 20, 1990, the Board of Supervisors approved, by immediate adoption, a resolution (File 38-90-11) authorizing the Department of Social Services to accept contributions of materials and in-kind services valued at \$82,760 from various congregations and non-profit affiliated organizations as part of the Mayor's Interfaith Task Force on the Homeless to support the 1990-91 Interfaith Emergency Winter Shelter Program.

8. Mr. Lawrence Hom, of the Controller's Office, reports that the proposed private foundation grants would be processed through the DSS's existing Homeless Fund. Mr. Hom advises that the Controller would establish a specific project account within the Homeless Fund for these proposed grant funds and that expenditures from this project account would be for the Winter Shelter Program only. All payments for goods and services from the project account would be provided through monthly invoices.

9. According to Ms. Donahue, if the Task Force does not receive the proposed foundation grants of \$69,292 and anticipated non-profit contributions of \$82,760, then the scope of the proposed Emergency Winter Shelter Program would be reduced or the Program would be eliminated, depending upon the level of funds available.

10. The Department has filed a Summary of Grant Request, which is attached.

**Recommendation:**

Approve the proposed Amendment of the Whole to authorize the Department of Social Services, rather than the Mayor's Office, to accept and expend \$69,292, rather than \$77,991 of private foundation grant funds in support of the Mayor's Interfaith Task Force on the Homeless and the 1990-91 Interfaith Emergency Winter Shelter Program.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item No. \_\_\_\_\_

Date: 7/14/90

Grantor More than 1 foundation  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_

Division Mayor's Office  
 Section \_\_\_\_\_  
 Contact Person Maggie Donahue  
 Telephone 554-6134  
 Application Deadline August deadlines  
 Notification Expected September + October  
 Health Commission \_\_\_\_\_ Board of Supervisors Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Amount Requested \$69,292 total budget  
 Term: From Sept. 1990 To May 1990  
 Health Commission \_\_\_\_\_

Board of Supervisors Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$69,292 from the period of Sept. 1990 to May 1990 to provide emergency winter shelter services.

## II. Summary: (Concise summary of project goals, objectives, and activities)

The Mayor's Interagency Task Force on Homelessness was first convened in January, 1989 by the Mayor of S.F. who asked the religious community to supplement the City's emergency shelter capacity during the cold & rainy months. With a \$25,000 grant from the Koff Foundation, the 1989-90 Interagency Shelter Program provided 20,000 sheltered nights & served over 30,000 meals last winter from Oct. 29, 1989 to March 31, 1990.

## III. Outcomes/Objectives:

Provide shelter & meals for up to 180 men at up to two rotating shelter sites every night from November 11, 1990 to March 16, 1991. Coordinate resources & volunteers at emergency level to support homeless families and to develop affordable housing and an education & advocacy program.

## IV. Effects of Reduction or Termination of These Funds:

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Amount		\$	\$69,292			
Personnel			\$69,292			
Equipment			In-kind			
Contract Svc.			In-kind			
Mat. & Supp.			In-kind			
Facilities/Space			In-kind			
Other						
Indirect Costs						

## VI. Data Processing

(none included above)

## VII. Personnel

FT CSC				
PT CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

No.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Description Form)

Item 2 - File 114-90-4

**Note:** This item was continued from the Finance Committee's meeting of July 25, 1990.

**Department:** Department of Public Works (DPW), Bureau of Building Inspection

**Item:** Ordinance amending Part II, Chapter I of the San Francisco Municipal Code (Building Code) by amending Section 332.3 thereof, to modify the amount of the investigation fee for performing work without a permit.

**Description:** The proposed ordinance would change the method of calculating the penalty resulting from performing construction work without a permit. The proposed change would require that penalties for work without a permit be assessed at a rate equal to nine times the applicable fee, plus the value of the original permit fee.

Currently, Building Code violators are assessed a flat penalty of:

- \$2,150 if the value of the construction is less than or equal to \$10,000;
- \$4,300 if the value of the construction is more than \$10,000 but not more than \$20,000; and
- \$5,375 if the value of the construction is greater than \$20,000.

Electrical, Plumbing, and Mechanical Code violators are currently assessed penalties equal to nine times the applicable fee, up to a maximum of \$5,375, plus the original permit fee.

The proposed ordinance would eliminate the flat penalty schedule for Building Code violations and the maximum penalty of \$5,375 for Electrical, Plumbing, and Mechanical Code violations. Instead, all code violations would be subject to a penalty equivalent to nine times the applicable fees, plus the original permit fees.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Mr. Frank Chiu of the Bureau of Building Inspection reports that the Building and Construction Codes once provided for penalties identical to that proposed in this legislation. The current provisions were adopted in 1989. However, under the current provisions of the Building Code, the flat penalty schedule inequitably penalizes violators with small valued construction projects relatively more than violators with larger valued construction projects. For example, a project requiring permits and valued at \$2,000 could be assessed a penalty of \$2,150 while a larger project valued at \$10,000 would be assessed the same penalty. Mr. Chiu added that because of the inequities in the current penalty schedule, permit appeals filed by homeowners and construction contractors have increased, and in many cases, the Board of Permit Appeals has waived the existing penalties and reassessed a less stringent penalty of two times the applicable construction and permit fees.

2. Mr. Jim Hutchinson of the Bureau of Building Inspection reports that estimates of revenues collected under the current penalty provisions, and estimates of the potential revenues under the proposed penalty provisions cannot be determined, since the amount of penalty revenues collected depends on the number of violations found and abated. The Bureau does not presently track the number of violations and corresponding penalties paid.

3. Item 3 (File 114-90-6) of this report would retain the flat rate penalty fee structure but would increase the current flat rate penalty fees by five percent. Approval of this legislation (File 114-90-4), which would eliminate the flat rate penalty structure, would require that the proposed legislation in Item 3 (File 114-90-6) to increase permit fees be amended to conform with this legislation's proposed modifications.

4. Ms. Judith Boyajian of the City Attorney's Office reports that an Amendment of the Whole is being submitted to correct clerical errors and omissions. These corrections are insignificant and would not affect the financial impact of the proposed ordinance.

**Recommendation:** Approval of the proposed ordinance is a policy decision for the Board of Supervisors. If the Board of Supervisors wishes to approve the proposed ordinance, approve the Amendment of the Whole as submitted by the City Attorney.

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**BUDGET ANALYST**

Item 3 - File 114-90-6

**Note:** This item was continued by the Finance Committee at its meeting of July 25, 1990.

**Department:** Public Works, Bureau of Building Inspection

**Item:** Ordinance amending Part I, Chapter 3, Sections 323, 330, 331, 332, and 333 of the San Francisco Municipal Code (Building Code) to increase various Department of Public Works Bureau of Building Inspection (BBI) fees.

**Purpose:** To increase fees relating to new construction, qualifying alterations, and related activities in order to fully recover costs of the Department of Public Works Bureau of Building Inspection related to the issuance of permits.

**Description:** The proposed ordinance would amend various sections of the San Francisco Municipal Code relating to fee increases in the Department of Public Works, Bureau of Building Inspection (BBI). BBI fees were last increased in May of 1989. BBI proposes to increase its fees by an average of 4.75 percent (Please refer to attachment for summary of proposed fee increases.). This proposed increase is intended to offset salary standardization for BBI personnel.

Under the proposed ordinance, Section 330.1 would be amended to increase various building permit fees as shown on page 1 of the attachment. Building permit fees represent the largest single source of revenues for BBI. The increases for these fees would range from 4.62 percent to 13.54 percent. The proposed fee increases would affect all building and alteration permits. In addition, the following miscellaneous permit fees would be increased under Section 330.1 (percentages and fee levels summarized in attachment):

- Sign Permits and Fees
- Demolition of Buildings
- Temporary Bleachers and Reviewing Stands
- Chimney, Flue Permits and Fees
- Garage Door Permits and Fees
- Re-roofing
- Sub-sidewalk Construction, Use and Deposits

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All electrical permit fees would increase under the proposed amendments to Section 330.1. The increases for the electrical fees would range from 2.27 percent to 25 percent. Electrical fee increases are summarized on pages 1 through 3 of the attachment.

BBI also proposes to increase plumbing permit fees (Section 330.3) and apartment and hotels licensing fees (Section 333.1). Plumbing permit fee increases would range from 4.17 percent to 6.25 percent (See page 4 of attachment), while apartment and hotels licensing fees would be increased by approximately five percent (See page 7 of attachment).

Other proposed fee increases include (amended Sections and attachment page numbers in parenthesis):

- Permit application and plan review fees (Section 331, pages 4-5)
- Public notification and record keeping fees (Section 332, page 5)
- Public records reproduction fees (Section 332.1, pages 5-6)
- Fees for inspections, surveys, and reports (Section 332.2, page 6)
- Penalties and code enforcement assessments (Section 332.3, page 6)
- Hotel Conversion Ordinance fees (Section 333.2, pages 7-8)
- Energy Conservation fees (Section 333.3, page 8)

The proposed ordinance would also amend Section 332.4 to increase the amount deducted for BBI application processing costs from permit fees refunded to applicants by approximately five percent (See page 7 of attachment).

**Comments:**

1. The proposed fee schedules were prepared by BBI with the objective of increasing total estimated fee revenues by an overall average of 4.75 percent, or an estimated \$840,000, annually. Individual fees were rounded to the nearest quarter, half, or whole dollar to facilitate computations.

2. Actual and estimated revenues and costs of BBI operations for FY 1988-89, FY 1989-90, and FY 1990-91 are summarized below:

Comparison of BBI Revenues With Expenditures			
	1988-89 Actual Based <u>on Existing fees</u>	1989-90 Estimated Based <u>on Existing fees</u>	1990-91 Estimated Based on Proposed <u>Fee increases</u>
BBI Fee Revenues	<u>\$13,570,023</u>	<u>\$15,994,897 *</u>	<u>\$18,049,662 *†</u>
BBI Permit Processing Costs	\$7,569,309	\$9,930,082	\$15,017,028
Bureau overhead	2,430,101	2,891,306	2,232,611
Department overhead	742,340	789,990	1,308,793
Citywide overhead	<u>736,551</u>	<u>529,254</u>	<u>651,802</u>
Subtotal, costs	<u>\$11,478,301</u>	<u>\$14,140,632 *</u>	<u>\$19,210,234 *</u>
Excess of BBI Fee Revenues Over Permit Processing Costs (projected shortfall)	\$2,091,722	\$1,854,265	\$(1,160,572)

\* Estimates based on Controller's revenue and expenditure reports and the 1990-91 budget as approved by the Board of Supervisors.

† The proposed fee increase accounts for approximately \$840,000 of the estimated increase in revenues from FY 1989-90 to FY 1990-91. The remainder of the increase in revenues consists of expected increases in fee revenues due to increases in BBI workloads and expected increases in interest revenues.

As the table presents, the estimated revenues for FY 1990-91, which take into account these proposed fee increases, will not cover BBI's estimated costs as budgeted for FY 1990-91. Mr. Donald McConlogue of BBI advises that, if BBI meets its expenditure projections for 1990-91, the Bureau would draw upon the operating reserves accumulated in FY 1988-89 (\$2,091,722) and FY 1989-90 (\$1,854,265) to cover the expected \$1,160,572 shortfall for FY 1990-91.

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3. If the the proposed ordinance is approved, the fee increases would become effective 30 days after the Mayor signs the ordinance. At the minimum, the fee increases would not become effective before September 20, 1990. Mr. McConlogue reports that the Bureau estimated its revenues for FY 1990-91 with the assumption that the fee increases would become effective July 1, 1990, and he estimates that if the fee increases become effective after September 20, 1990, the earliest possible date, the Bureau will not achieve its FY 1990-91 revenue projection of \$18,049,662 by approximately \$187,000, resulting in a total projected shortfall of \$1,347,572.

4. Item 2 (File 114-90-4) on this calendar is a proposed ordinance that would modify the method of calculating the penalty assessed for performing construction work without a permit. The proposed ordinance to increase permit fees, which is the subject of this report, would increase penalties using the current calculation method (Refer to Section 332.3, page 6 of attachment.). Therefore, approval of Item 2 (File 114-90-4) by the Board would require that this proposed ordinance (File 114-90-6) to increase BBI permit fees be amended in order to conform with the proposed modifications for calculating penalties.

5. The Board of Supervisors approved legislation in July of 1988 establishing a Building Inspection Special Revenue Fund in which permit fees are deposited. As such, these permit fees can only be used to recover the costs of BBI. As stated above, the proposed fee increases are intended to recover increased costs of salary standardization for BBI personnel that the current fees do not recover. Furthermore, since 1988-89, BBI has accumulated approximately \$3.9 million in operating reserves. BBI classifies these funds as working capital and uses the monies for projects related to BBI services or to complete permit processing or inspections for which fees were previously paid. To the extent that BBI is expected to incur costs in excess of estimated revenues in FY 1990-91, BBI would use these operating reserves to offset any projected shortfall, as well as to use these reserves to complete work previously paid for in 1988-89 and 1989-90.

6. Ms. Judith Boyajian of the City Attorney's Office reports that an Amendment of the Whole is being submitted to correct clerical errors and omissions. These corrections are insignificant and would not affect the financial impact of the proposed ordinance.

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- Recommendations:**
1. Should the Board of Supervisors approve Item 2, File 114-90-4 of this report, amend the proposed ordinance (File 114-90-6) to conform with Item 2, File 114-90-4.
  2. As noted in Comment 5, the proposed fee increases are intended to recover the increased costs from salary standardization. In accordance with the previous policy of the Board of Supervisors to increase fees in order to recover the costs of BBI and to maintain such fees in a previously approved special fund, we recommend approval of the proposed ordinance (as amended if Item 2, File 114-90-4, is approved) and incorporation of the Amendment of the Whole as submitted by the City Attorney to enable BBI to implement the proposed fee increases.

Section/ Fee type/ Fee level		Baseline Fees		%
		Current	Proposed	Chg
Section 330.1				
Building Permit Fees				
	\$1.00-\$500	\$16.25	\$17.00	4.62%
	501-2,000	\$16.25	\$17.00	4.62%
	2,001-25,000	\$48.00	\$54.50	13.54%
	25,001-50,000	\$271.00	\$290.25	7.10%
	50,001-100,000	\$446.00	\$471.50	5.72%
	100,001-500,000	\$687.00	\$721.50	5.02%
	500,001-1,000,000	\$2,192.00	\$2,321.50	5.91%
	1,000,000 and up	\$3,805.00	\$4,071.50	7.00%
Alteration Permit Fees				
	100,001 and up	\$894.00	\$938.00	4.92%
Sign Permit fees				
Minimum		\$17.75	\$18.75	5.63%
Electric & non-elect				
	51-100 sq ft	\$17.75	\$18.75	5.63%
	101-200 sq ft	\$28.00	\$30.00	7.14%
	201-400 sq ft	\$41.00	\$43.75	6.71%
	Over 400 sq ft	\$54.00	\$56.75	5.09%
Ground Signs				
	Up to 100 sq ft	\$17.75	\$18.75	5.63%
	101-600 sq ft	\$17.75	\$18.75	5.63%
	Over 600 sq ft	\$82.00	\$87.50	6.71%
Bleacher permit fees				
Temporary	0-1,000 seats	\$17.25	\$18.00	4.35%
	each additional 1,000 seats	\$8.50	\$9.00	5.88%
Chimney and Flue fees				
	Each Chimney or flue	\$11.75	\$12.50	6.38%
Demolition Permit fees				
Construction Type				
	All type IIs	\$23.50	\$24.75	5.32%
	Other types	\$35.50	\$37.25	4.93%
Garage Door Permits				
	Each Garage door	\$8.50	\$9.00	5.88%
House Moving Investigation and Permit Fee				
	Investigation	\$45.00	\$47.25	5.00%
	Permit	\$52.00	\$54.50	4.81%
Recordation Charges				
	Minimum	\$1.00	\$1.25	25.00%
Re-roofing permits				
		\$54.00	\$56.75	5.09%
Sub-Sidewalk Construction and use Permit fee				
	Use Permit: each	\$21.50	\$22.50	4.65%
	Street space deposit	\$32.50	\$34.25	5.38%
Electrical Permit Fees-Schedule A				
Filing Fee				
		\$22.00	\$22.50	2.27%

Section/ Fee type/ Fee level	Baseline Fees		% Chg	
	Current	Proposed		
Service Fee				
	0-100 amps	\$54.00	\$56.75	5.09%
Each additional amp	over 100 amps	\$0.10	\$0.10	0.00%
Circuit Fees				
0-30 amp circuits:				
	0-50 circuits	\$11.00	\$11.50	4.55%
	over 50 circuits	\$5.50	\$5.75	4.55%
31-60 amp circuits		\$13.00	\$13.75	5.77%
61-100 amp circuits		\$17.00	\$18.00	5.88%
Over 100 amp circuits		\$17.00	\$18.00	5.88%
Existing building work				
	Filing Fee	\$21.50	\$22.50	4.65%
	1-5 openings*	\$18.75	\$19.75	5.33%
	6-10 openings	\$37.50	\$39.50	5.33%
	11-15 openings	\$47.00	\$49.50	5.32%
	16-20 openings	\$66.00	\$69.25	4.92%
	21-25 openings	\$75.00	\$78.75	5.00%
	26-30 openings	\$85.00	\$89.25	5.00%
	31-35 openings	\$94.00	\$98.75	5.05%
	36-40 openings	\$103.00	\$108.25	5.10%
	41-45 openings	\$113.00	\$118.75	5.09%
	46-50 openings	\$122.00	\$128.00	4.92%
	51-60 openings	\$132.00	\$138.00	4.55%
	61-70 openings	\$141.00	\$148.00	4.96%
	71-80 openings	\$151.00	\$158.00	4.64%
	81-90 openings	\$160.00	\$168.00	5.00%
	91-100 openings	\$169.00	\$177.50	5.03%
	over 100 openings	\$1.00	\$1.25	25.00%
* Openings include switches, convenience receptacles, lighting fixtures, fixed appliances, motors, transformers, fire warning and detector devices.				
Electrical Permit fees-Schedule B				
	Filing Fee	\$21.50	\$22.50	4.65%
	Minimum fee	\$21.50	\$22.50	4.65%
	each outlet or switch	\$0.75	\$0.80	6.67%
	each svc up to 100 amps	\$10.75	\$11.25	4.65%
	Each Circuit	\$1.50	\$1.75	16.67%
	Each transformer dimmer	\$0.75	\$0.80	6.67%
Connection of motors and generators				
	0-10 hp	\$1.50	\$1.75	16.67%
	11-50 hp	\$1.75	\$2.00	14.29%
	51-100 hp	\$2.00	\$2.25	12.50%
	ea. hp over 100 hp	\$2.25	\$2.50	11.11%
Electric appliance				
Installation		\$1.50	\$1.75	16.67%
Range outlet connection		\$16.00	\$16.75	4.69%
Dryer outlet connection		\$10.75	\$11.25	4.65%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Fixed air heating devices Connection	\$0.75	\$0.80	6.67%
Cold cathode or Fluorescent lighting fixture	\$1.00	\$1.25	25.00%
mercury vapor and similar lighting fixture	\$3.25	\$3.50	7.69%
Incandescent lighting fixture	\$1.00	\$1.25	25.00%
Activated electrical trench headers duct and electrical floor ducts	\$0.45	\$0.45	0.00%
Feeders:			
0-100 amps	\$10.75	\$11.25	4.65%
Underground Installations	\$27.00	\$28.50	5.56%
Fire alarms, pull stations incl outlets	\$4.25	\$4.50	5.88%
Fire alarms, visual and audio devices	\$1.50	\$1.75	16.67%
Fire alarms, detector control panels	\$5.50	\$5.75	4.55%
Fire sprinkler flow alarms	\$6.00	\$6.50	8.33%
Combustion products detectors	\$1.50	\$1.75	16.67%
Electromagnetic hold open	\$1.50	\$1.75	16.67%
Low Energy Circuits			
each device	\$0.55	\$0.60	9.09%
each transformer	\$0.95	\$1.00	5.26%
each outlet	\$0.55	\$0.60	9.09%
Exterior signs			
0-20 lamps	\$17.25	\$18.00	4.35%
Interior Signs	\$10.75	\$11.25	4.65%
Each Interior or exterior sign circuit	\$2.25	\$2.50	11.11%
Each Transformer or ballast in excess of 2	\$2.25	\$2.50	11.11%
Sign flasher control Device	\$3.25	\$3.50	7.69%
Plant Owner registration			
Each registration	\$108.00	\$113.50	5.09%
ea electrician regist.	\$5.50	\$6.00	9.09%
late charge	\$5.50	\$6.00	9.09%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Section 330.3			
Plumbing Permit Fees			
Plumbing permits	\$13.00	\$13.75	5.77%
Fixture & waste discharge device	\$11.25	\$11.75	4.44%
sump ejector	\$11.25	\$11.75	4.44%
rainwater leader	\$11.25	\$11.75	4.44%
gas permit	\$13.00	\$13.75	5.77%
gas line, each	\$5.50	\$5.75	4.55%
water heater, each	\$9.75	\$10.25	5.13%
warm air furnace	\$33.50	\$35.25	5.22%
miscellaneous gas appliances	\$9.75	\$10.25	5.13%
gas flues, each	\$12.00	\$12.50	4.17%
Water line permits, 1-4 outlets /line	\$13.00	\$13.75	5.77%
Lawn Sprinklers: each control valve or vacuum breaker	\$8.00	\$8.50	6.25%
Solar panels	\$6.00	\$6.25	4.17%
Fire sprinkler piping removal or alterations	\$10.25	\$10.75	4.88%
Undergrd fire sprinkler piping sys.	\$33.50	\$35.25	5.22%
replace. of fire sprinkler heads 1-10	\$10.25	\$10.75	4.88%
Fire sprinkler piping installation			
1-10 sprinkler heads	\$10.25	\$10.75	4.88%
11-500 sprinkler heads	\$10.25	\$10.75	4.88%
501 or more sprinkler heads	\$152.00	\$159.50	4.93%
Fire sprinkler systems flushing	\$43.00	\$45.25	5.23%
Sewer replacement or repair	\$13.00	\$13.75	5.77%
Side sewer installation or repair	\$33.50	\$35.25	5.22%
Minimum fee for all permits	\$13.00	\$13.75	5.77%
Section 331			
Building Permit Application and Plan Review fees			
Back Check fee	\$45.00	\$47.25	5.00%
Commencement of work not started	\$108.00	\$113.50	5.09%
Electrical Plan Review	\$57.00	\$60.00	5.26%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Expediter Fee	\$20.50	\$21.50	4.88%
Mechanical Plan Review	\$57.00	\$60.00	5.26%
Plan Review under prior code	\$68.00	\$71.50	5.15%
Pre-application plan review	\$108.00	\$113.50	5.09%
Reduced plan review fee, minimum	\$16.25	\$17.00	4.62%
Sign plan review, approved stdzd	\$6.50	\$7.00	7.69%
Site Permit surcharge			
less than \$350,000	\$108.00	\$113.50	5.09%
over \$350,000	\$645.00	\$677.50	5.04%

## Section 332

## Public Notification and Record Keeping Fees

Demolition Notice/Affidavit	\$126.00		
Structural Addition notice	\$13.00	\$13.75	5.77%
Affidavit Record maintenance	\$5.50	\$5.75	4.55%
Posting of notices (change of use)	\$19.25	\$20.25	5.19%
Requested notice of permit issuance	\$27.00	\$28.50	5.56%
30" by 30" sign	\$10.75	\$11.25	4.65%
Notice of demolition permit issuance			
1 area	\$32.50	\$34.25	5.38%
Multiple areas	\$97.00	\$102.25	5.41%
Notification sign	\$10.75		
300 ft notification letters at filing	\$52.00	\$54.50	4.81%
Residential tenant notification	\$29.00	\$30.50	5.17%
300 ft notification letters at issuance	\$38.50	\$40.50	5.19%
Posting of structural addition	\$13.00		
Posting of Substantial alteration	\$5.50		

## Section 332.1

## Reproduction and Dissemination of public information

Certification of copies			
1-10 pages	\$5.50	\$5.75	4.55%
Electrostatic Reproduction			
Minimum charge	\$2.75	\$3.00	9.09%
35mm duplicards from roll film	\$1.00	\$1.25	25.00%
Microfilm Hard Copy prints			
8 1/2" x 11" copy from 16mm film	\$1.00	\$1.25	25.00%
24"x18" copy from 35mm film	\$2.00	\$2.25	12.50%
"half-sized" copy from 35mm film	\$1.25	\$1.50	20.00%
8.5" x 11" copy from 16mm	\$0.65	\$0.75	15.38%
Minimum Microfilm reprod. charge	\$2.75	\$3.00	9.09%



Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Replacement of approved plans/specs			
Each Sheet of plans	\$3.25	\$3.50	7.69%
Each 50 pages of specs or fraction	\$5.50	\$5.75	4.55%
Section 332.2			
Inspections, Surveys, and Reports			
Report of Residential Records	\$21.50	\$22.50	4.65%
Standard Inspection Fee	\$54.00	\$56.75	5.09%
Survey of non-residential building			
Maximum charge	\$2,150.00	\$2,257.50	5.00%
Survey of Residential Building			
Single Family Dwelling	\$323.00	\$339.25	5.03%
Two Family Dwelling	\$323.00	\$339.25	5.03%
Apartment houses: 3 units	\$376.00	\$394.75	4.99%
Apartment houses: 4-10 units	\$376.00	\$394.75	4.99%
Apartment houses: 11-20 units	\$707.00	\$742.50	5.02%
Apartment Houses: 21-40 units	\$1,062.00	\$1,115.00	4.99%
Apartment houses: over 41 units	\$1,535.00	\$1,611.75	5.00%
Hotels			
1-10 guest rooms	\$409.00	\$429.50	5.01%
11-20 guest rooms	\$409.00	\$429.50	5.01%
21-40 guest rooms	\$581.00	\$610.00	4.99%
Over 41 guest rooms	\$817.00	\$858.00	5.02%
Section 332.3			
Penalties, Hearings, Code Enforcement Assessments			
Abatement Appeals Board filing fee	\$43.00	\$45.25	5.23%
Board of Examiners			
each variance or interp of code	\$75.00	\$78.75	5.00%
each appeal for approval of substitute			
Materials or methods of construction	\$188.00	\$197.50	5.05%
Director's abatement orders, per hr	\$44.00	\$46.25	5.11%
Emergency Order	\$35.50	\$37.25	4.93%
Lien Recordation Charges	\$100.00	\$105.00	5.00%
Work w/o permit: investigation fee			
Building Code Violations:			
\$1-\$10,000	\$2,150.00	\$2,257.50	5.00%
%10,001-20,000	\$4,300.00	\$4,515.00	5.00%
Over \$20,000	\$5,375.00	\$5,643.75	5.00%
Electrical, Plumbing or Mechanical			
Code violations	\$5,375.00	\$5,643.75	5.00%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Section 332.4			
Refunds			
Building Permit- amount paid less	\$70.00	\$73.50	5.00%
Demolition Permit- amount paid less	\$54.00	\$56.75	5.09%
Electrical Permit- amount paid less	\$54.00	\$56.75	5.09%
Grading Permit- amount paid less	\$54.00	\$56.75	5.09%
Plan Review- amount paid less	\$21.50	\$22.50	4.65%
Plumbing Permit- amount paid less	\$54.00	\$56.75	5.09%
Section 332.5			
Miscellaneous			
Building numbers, each entrance	\$13.00	\$13.75	5.77%
Disability access coordinator	\$8.00	\$8.50	6.25%
Extension of time:			
Each permit application extension	\$26.00	\$27.25	4.81%
Product Approvals:			
initial or reinstatement	\$108.00	\$113.50	5.09%
modification or revision	\$37.50	\$39.50	5.33%
renewal (every 2 years)	\$54.00	\$56.75	5.09%
Section 333.1			
Apartment House and Hotel License Fee Schedule			
Apartment Houses (annual basis):			
Less than 20 rooms	\$88.00	\$92.50	5.11%
20-29 rooms	\$112.00	\$117.50	4.91%
30-39 rooms	\$148.00	\$155.50	5.07%
40-49 rooms	\$196.00	\$205.75	4.97%
50-59 rooms	\$272.00	\$285.50	4.96%
60 rooms or over	\$319.00	\$335.00	5.02%
Change of ownership	\$27.00	\$28.35	5.00%
Hotels (annual basis):			
Less than 20 rooms	\$135.00	\$141.75	5.00%
20-29 rooms	\$159.00	\$167.00	5.03%
30-39 rooms	\$196.00	\$206.00	5.10%
40-49 rooms	\$242.00	\$254.00	4.96%
50-59 rooms	\$317.00	\$333.00	5.05%
60-69 rooms	\$366.00	\$384.25	4.99%
100-149 rooms	\$395.00	\$414.75	5.00%
150 rooms and over	\$444.00	\$466.25	5.01%
Change of ownership	\$27.00	\$28.50	5.56%
Section 333.2			
Hotel Conversion Ordinance Fee Schedule			
Annual Unit usage report	\$43.00	\$45.25	5.23%
Challenge to claims of exemption:			
Usage report	\$14.00	\$14.75	5.36%
Claim of exemption based on low-income housing:			
	\$170.00	\$178.50	5.00%

Section/ Fee type/ Fee level	Baseline Fees		% Chg
	Current	Proposed	
Claim of exemption based on partially completed conversion	\$340.00	\$357.00	5.00%
Statement of Exemption	\$170.00	\$178.50	5.00%

## Section 333.3

## Energy Conservation Fee Schedule

## Initial Inspections

1 and 2 family dwellings	\$41.00	\$43.00	4.88%
Apart houses & Resid Hotels			
up to 20 rooms	\$46.00	\$48.25	4.89%
20-29 rooms	\$55.00	\$57.75	5.00%
30-39 rooms	\$66.00	\$69.25	4.92%
40-49 rooms	\$73.00	\$76.75	5.14%
50-59 rooms	\$82.00	\$86.00	4.88%
60 rooms and over	\$92.00	\$96.50	4.89%

## Compliance Inspections:

1 and 2 family dwellings	\$20.50	\$21.50	4.88%
Apart houses & Resid Hotels			
up to 20 rooms	\$22.50	\$23.75	5.56%
20-29 rooms	\$27.00	\$28.25	4.63%
30-39 rooms	\$32.50	\$34.25	5.38%
40-49 rooms	\$36.50	\$38.50	5.48%
50-59 rooms	\$41.00	\$43.00	4.88%
60 rooms and over	\$46.00	\$48.25	4.89%

Energy Reports and Certificates	\$4.25	\$4.50	5.88%
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Filing Fee for appeals	\$32.50	\$35.75	10.00%
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Certification of qualified energy Inspector	\$16.25	\$17.00	4.62%
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Item 4 - File 198-90-2

**Department:** Law Library

**Item:** Resolution approving the increase of court filing and appearance fees of \$6 from \$12 to \$18 provided for in the State Business and Professions Code, Sections 6321 and 6322 for operation of the Law Library.

**Description:** The Law Library's operation is funded through a combination of General Fund Appropriations, court filing and appearance fees, and other income from donations and investments. The City Charter mandates that the City provide "suitable and sufficient quarters" for the Law Library. The City currently provides space for the Law Library in City Hall and funding for three positions, one Head Librarian, one Assistant Director, and one Bookbinder. For FY 1990-91, the Law Library's General Fund budget appropriation is \$203,502.

Provisions of the State Business and Professions Code provide funding for the remainder of the County Law Library's operations through the collection of court filing and appearance fees by the clerks of the Municipal and Superior Courts. The Law Library uses these fee revenues to offset the additional costs of operating and staffing the Law Library, and purchasing legal materials. With these revenues, the Law Library operates a downtown branch library, and funds 7.5 staff positions (in addition to the three General Fund positions), the Law Library's book budget, and other operational costs,

Filing fees are set by State law and cannot be changed without passage of legislation by the State Legislature and signed by the Governor. The present fee of \$12 has been in effect since 1982.

Because filing and appearance fees have not changed since 1982 and because the costs of operating the county law libraries throughout the State have continually increased due to cost-of-living increases, the San Francisco County Law Library has experienced operating shortfalls due to increased costs and insufficient operating income. Information provided by the Law Library indicates that the cost of Law Library materials has increased by approximately ten percent per year since 1980. For FY 1989-90, the San Francisco County Law Library reports that its operating costs of \$761,602 will exceed its operating income of \$715,887 for an estimated shortfall of \$45,715 (See Attachment).

The Law Library has been funding the operating shortfall with its operating reserves, which are estimated at \$400,000. The Law

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Library accumulated its operating reserves during years when court filing and appearance fee income exceeded its operating costs.

The California Legislature recently approved emergency legislation to allow a maximum increase of \$8 in court filing and appearance fees for county law libraries, which could result in a fee increase from \$12 to \$20. However, court filing and appearance fees may not be increased over \$20 until after January 1, 1995 in accordance with the recently enacted legislation. The recent legislation provides that county law libraries may increase the filing fees with the approval of the county Board of Supervisors, and for 1990, any fee increases approved by the county Board of Supervisors would become effective immediately upon passage of the resolution.

The Law Library proposes to increase the filing and appearance fee by \$6 from \$12 to \$18, an increase of 50 percent.

Existing law also provides that approved fee increases other than in 1990 or under normal circumstances would become effective following the year in which the fee increase was authorized by the Board of Supervisors.

**Comments:**

1. Mr. John Hauff of the Law Library reports that, pursuant to State law, the Law Library can generally request a fee increase every odd numbered year, with the fee increase, if approved by the Board of Supervisors, taking effect on January 1 of the following calendar year. The recently enacted emergency legislation specifies that county law libraries may seek fee increases immediately, upon approval of the county Board of Supervisors. However, Mr Hauff states that the county law libraries cannot seek another fee increase until 1993. Since this proposed resolution is a request to increase fees beginning immediately, the Law Library could not request its next fee increase until 1993, with the increase taking effect on January 1, 1994. Therefore, the proposed fee increase, which is the subject of this resolution, must provide sufficient annual income to allow the Law Library to at least operate through calendar year 1993. However, Mr. Hauff states that the Law Library prefers to have the court filing and appearance fees increased such that the Law Library will be able to operate through 1995, and would not expect another fee increase until 1995.

2. A review of the Law Library's operating expenditures and operating income for the previous three fiscal years indicates that the Law Library operated with a shortfall during FY 1987-88 and a surplus during FY 1988-89 (Refer to Attachment for summary of revenues and expenses). The Law Library reports that the surplus occurred in FY 1988-89 because it reduced operating costs through reductions in service to meet an anticipated shortfall, and because the Law Library received an unexpected donation of \$50,000. For

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1989-90, the Law Library experienced higher than expected operating costs, mainly due to earthquake damage repairs, for which the Law Library received reimbursement.

3. Mr. Hauff further advises that the Law Library was forced to reduce services in order to prevent operating shortfalls from occurring for fiscal years 1988-89 and 1989-90. Reductions included keeping two of the 7.5 non-General Fund staff positions vacant, and cancelling various subscriptions to legal publications. The proposed fee increases would allow the Law Library to reinstate those services that it eliminated during the past two years.

4. According to Mr. Hauff, other counties have passed similar resolutions to increase fees, with most of the counties having raised the fees to the maximum of \$20. The San Francisco Law Library proposes to increase fees by \$6 from \$12 to \$18. Mr. Hauff points out that the San Francisco Law Library incurs lower operating costs due to lower staffing levels, minimal space rental costs for the downtown branch, and fewer branch libraries (only one in San Francisco County). Thus, the San Francisco Law Library would be able to operate with a lower fee increase (\$6) than the maximum allowable fee increase (\$8).

5. If a fee increase is not approved at this time by the Board of Supervisors, the Law Library would be forced to allocate its operating reserves of \$400,000 to make up the anticipated shortfalls (approximately \$150,000) in revenues for 1990-91. Assuming the Law Library continues to receive the current level of revenues from filing fees, and investment and miscellaneous income, the Law Library would be able to operate for more than two years without any fee increases before its operating reserves are depleted.

6. Based upon information provided by the Law Library to the Budget Analyst, revenue and expenditure estimates show that if approved by the Board of Supervisors, a \$6 increase in the filing fees for the Law Library would generate an estimated \$1,714,167 over the next six years, which would be significantly more than sufficient revenues to fund Law Library operations. If the \$6 fee increase is approved as requested, taking into account estimated costs for current service levels, the additional costs for services that the Law Library had reduced, and not including the Law Library's existing operating reserve of \$400,000, the Law Library would accumulate an additional operating surplus of approximately \$396,000 over the next six years resulting in a total estimated operating reserve of \$796,000, including the existing reserves of \$400,000. Since the court filing and appearance fees are intended to only cover the cost of Law Library operations, as shown below, a smaller increase of \$5 in the filing fees would be sufficient to fund the Law Library's operations and

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would result in an accumulated \$74,018 operating reserve over the next six years in addition to the existing reserves of \$400,000:

**Estimated Non-General Fund Revenues & Expenses  
With \$5 Fee Increase**

	<u>1990-91</u> <u>Estimated</u>	<u>1991-92</u> <u>Estimated</u>	<u>1992-93</u> <u>Estimated</u>	<u>1993-94</u> <u>Estimated</u>	<u>1994-95</u> <u>Estimated</u>	<u>1995-96</u> <u>Estimated</u>
Operating Expenses*:						
Salaries	\$257,000	\$272,420	\$288,765	\$306,091	\$324,457	\$343,924
Fringe Benefits	67,664	71,724	76,027	80,589	85,424	90,550
Operations & Maint.	<u>505,724</u>	<u>485,860</u>	<u>510,153</u>	<u>535,661</u>	<u>562,444</u>	<u>590,566</u>
Total Expenses	\$830,388	\$830,004	\$874,945	\$922,341	\$972,325	\$1,025,040
Operating Revenue:						
Existing Fee Revenue	605,000	605,000	605,000	605,000	605,000	605,000
Interest	34,000	34,000	35,173	43,100	47,525	48,792
Miscellaneous	38,000	38,000	38,000	38,000	38,000	38,000
Revenues from \$5 Fee Increase	<u>168,056</u>	<u>252,083</u>	<u>252,083</u>	<u>252,083</u>	<u>252,083</u>	<u>252,083</u>
Total Revenues	\$845,056	\$929,083	\$930,256	\$938,183	\$942,608	\$943,875
Operating Surplus (Shortfall)	\$14,668	\$99,079	\$55,311	\$15,842	\$(29,717)	\$(81,165)
Accumulated Surplus for period 1990-91 to 1995-96	\$74,018					

\*A cost of living adjustment of 5% is included in these cost projections.

A \$5 increase in the court filing and appearance fees would generate an estimated \$1,428,471 of additional revenues over the next six years. Taking into account all estimated costs including service reductions added back in, and not including the \$400,000 existing operating reserve, the Law Library would accumulate an estimated operating surplus of \$74,018 over six years. When added to the existing reserves of \$400,000, this would result in a total estimated operating reserve of \$474,018, an estimated 46 percent of the projected 1995-96 operating expenses.

7. Mr. Fong of the Controller's Office has stated that the City does not administer the court filing and appearance fees allocated to the Law Library by the Municipal and Superior Courts. The clerks of the Municipal and Superior Courts turn over these fee revenues directly to the Board of Trustees of the Law Library, who in turn, administer the use of the funds. Therefore, these reserves are not subject to appropriation by the Board of Supervisors. Mr. Hauff advises that the Board of Trustees, which oversees the operation of the Law Library, believes that it is prudent to maintain an

operating reserve to cover fluctuations in the level of fee revenues received from year-to-year and to pay for any unexpected expenses. While the Budget Analyst agrees in the prudence of maintaining an operating reserve, the Law Library maintains an operating reserve of \$400,000 which represents an estimated 48 percent of its 1990-91 projected non-General Fund operating budget. Some of these operating reserves could be used to supplement the existing operational revenues of the Law Library. If that policy were implemented, then a lower fee increase could be imposed. The decision to maintain an operating reserve of \$400,000 while increasing fees by \$6 from \$12 to \$18 is a policy matter for the Board of Supervisors. However such a policy would result in estimated reserves of 77 percent of the projected 1995-96 non-General Fund expenses.

8. If the Board of Supervisors decides to require the Law Library to reduce its operating reserves, the following potential alternatives would provide for an increase in fees while reducing its operating reserves:

- Amend the resolution to increase court filing fees by \$4 from \$12 to \$16 to cover the six year period 1990-91 through 1995-96. This alternative would provide for fee revenues to increase by 33 percent. This alternative would still result in an estimated operating reserve of \$150,000.
- Amend the resolution to increase court filing fees by \$6 from \$12 to \$18 and provide that the proposed fee increase would not take effect until January 1, 1993, when the Law Library has reduced its existing \$400,000 operating reserve to a point where the Library would require the increased revenues.

**Recommendations:** 1. Approval of this resolution, which would allow an increase in the court filing fees, while the Law Library maintains an existing operating reserve of \$400,000, is a policy matter for the Board of Supervisors.

2. If the Board of Supervisors should decide to allow the Law Library to maintain its existing operating reserve of \$400,000, amend the proposed resolution by approving a \$5 increase in fees rather than the requested \$6 increase in fees. This would result in court filing and appearance fees of \$17 (\$12 existing plus \$5 recommended) rather than \$18 (\$12 existing plus \$6 requested). The lower \$5 fee increase would provide sufficient monies to finance the non-General Fund operations of the Law Library through 1995 and allow the Law Library to continue its operating reserve at the current \$400,000 level.

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## Summary of Expenditures and Revenues

Attachment

	1987-88 actual	1988-89 actual	1989-90 estimated	1990-91 budgeted
<b>Expenses:</b>				
Salaries	\$229,158	\$208,315	\$230,427	\$225,000
Mandatory Fringe Benefits	\$48,667	\$32,608	\$54,769	\$60,400
Operations & Maintenance	\$449,880	\$400,022	\$476,406	\$419,724
<b>Total</b>	<b>\$727,705</b>	<b>\$640,945</b>	<b>\$761,602</b>	<b>\$705,124</b>
<b>Income:</b>				
Fees	\$610,132	\$633,174	\$604,846	\$605,000
Interest	\$29,110	\$30,420	\$34,075	\$34,000
Miscellaneous	\$19,115	\$84,459	\$76,966	\$38,000
<b>Total</b>	<b>\$658,357</b>	<b>\$748,053</b>	<b>\$715,887</b>	<b>\$677,000</b>
<b>Net operating surplus (deficit)</b>	<b>(\$69,348)</b>	<b>\$107,108</b>	<b>(\$45,715)</b>	<b>(\$28,124)</b>

Item 5 -File 51-90-2

The proposed item would transmit the claims of employees of various City departments for the cost of their personal property which has been damaged and/or stolen in the line of duty and without the fault of the employees involved. Please refer to the attached Controller's report regarding the specific claims and recommended reimbursements to the eleven employees at a total cost of \$2,688.79.

Recommendation

Prepare in and report out of Committee a resolution to authorize the payment of various claims totalling \$2,688.79.

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BUDGET ANALYST



File No. 51-90-2

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEE

July 25, 1990

<u>Department/ Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>
<u>MUNICIPAL RAILWAY</u>			
Gary Tisell	Damaged automobile tire	\$ 42.47	\$ 38.00
Samuel L. Garcia, Jr.	Broken eyeglasses	87.00	87.00
Kenneth Sapp	damaged tool box	229.00	229.00
<u>JUVENILE PROBATION</u>			
Darryl Duke	Torn clothing	80.00	80.00
<u>PUBLIC HEALTH</u>			
Elinor M. Peck	Torn blouse	85.76	85.76
Yakov Fuks	Broken eyeglasses	181.00	68.00
Nanette Madden	Stolen eyeglasses & briefcase	290.00	114.00
George Woods	Stolen stehoscope	125.00	-0-
<u>PUBLIC WORKS</u>			
Juan Carlos Cisneros	Stolen money from wallet	1,100.00	-0-
Herminio Torres	Stolen briefcase & contents	172.00	172.00
<u>RECREATION &amp; PARK</u>			
Kathleen Teresa Harold	Broken automobile window	128.41	-0-
Bart Ribotta	Damage automobile (insurance deductible cost)	50.00	-0-
Chris Boettcher	Stolen camera & accessories	500.00	250.00
Ronnie Chism	Vandalized automobile	1,502.75	-0-
<u>ASSESSOR</u>			
Carlos E. Castillo	Stolen Cross pen	21.50	-0-
<u>DEPARTMENT OF ELECTRICITY</u>			
Gerald J. Snyder	Stolen tools	1,525.03	1,525.03
<u>CHIEF ADMINISTRATIVE OFFICER</u>			
John T. Noguchi	Damage suit pants	40.00	40
	TOTAL	\$6,159.90	\$2,688.79

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Item 6 - File 23-90-2

1. The proposed resolution would waive the statute of limitations pertaining to the payment of a City and County of San Francisco warrant. According to the Controller's Office, the statute of limitations for a San Francisco warrant is four years after the date of issuance.

2. If approved, this resolution would authorize the Controller to replace the two following warrants which were previously issued to Dr. James M. Sutton, a former employee of San Francisco General Hospital Medical Center.

<u>Fiscal Year Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Purpose</u>
1978-79	515-4999975	\$621.77	Payment of Wages
1985-86	515-5008533	\$304.99	Payment of Wages
	Total	<u>\$926.76</u>	

3. The Controller's Office reports that the above warrants were marked as undeliverable until Dr. Sutton sent a letter to the Controller, inquiring about his checks.

4. The warrants were originally issued through the Controller's Payroll Division. Dr. Sutton returned these original warrants to San Francisco General Hospital Medical Center and subsequently, San Francisco General Hospital Medical Center returned the warrants to the Controller's Office. The Controller's Office has verified that funds are available and that the original warrants have been cancelled.

Recommendation

Approve the proposed resolution.



Memo to Finance Committee  
August 22, 1990

Items 7 and 8 - Files 60-90-14.3 and 60-90-14.4

These items are hearings to consider submitting rebuttal ballot arguments concerning Proposition B, a bond issue in the amount of \$73,800,000 for construction or reconstruction of a youth guidance center (Item 7, File 60-90-14.3) and Proposition A, a bond issue in the amount of \$16,500,000 for construction or reconstruction of correctional facilities (Item 8, File 60-90-14.4). The Budget Analyst does not normally review and report on rebuttal ballot arguments.



Item 9 - File 100-90-8

**Note:** This item was continued from the August 15, 1990 Finance Committee Meeting.

1. This item is a hearing to consider development of the City's budgetary response to State budget cuts, in particular, as they affect health, social services and criminal justice departments, as well as the poor and infirmed. The Budget Analyst worked together with the Legislative Policy Analyst staff to prepare the following information.

2. On July 31, 1990 Governor Deukmejian signed the FY 1990-91 State of California budget, which contained a total General Fund budget of \$42.9 billion. This FY 1990-91 General Fund budget is approximately \$3.1 billion or 7.6 percent greater than the the FY 1989-90 State General Fund budget. Together, the State's General Fund, Special Fund and Bond Funds FY 1990-91 budget, including proceeds from the recent Proposition 111 voter approved Gas Tax increase, totals \$55.7 billion, or approximately \$6.3 billion or 12.8 percent greater than the State's FY 1989-90 total budget.

3. Although the State budget has increased over the past year, the FY 1990-91 State budget reflects significant reductions in specific programs which are likely to directly impact on the City and County of San Francisco. On August 7, 1990, the Controller issued a memo to the members of the Finance Committee regarding the proposed State budget reductions (see Attachment). As reflected in the attachment, these reductions would affect the Department of Public Health, specifically the Mental Health Department and Laguna Honda Hospital, the Department of Social Services, Trial Court Funding, the Juvenile Justice system and various previous State mandates and miscellaneous State programs. As shown in the Attachment, the total preliminary budget impact on San Francisco of between \$24 million and \$37.1 million is projected for FY 1990-91.

4. However, it should be noted that, pending State legislation, the actual amount of the reductions may change the currently estimated allocation of cutbacks. Until the State Legislature adjourns on August 31, 1990, the specific reductions may not be known. Mr. Sam Yockey also notes that total actual San Francisco revenues and expenditures for FY 1989-90 will not be known until August 27, 1990, when the Controller's Office will close its books for fiscal year 1989-90. Actual surplus will be determined when that process is completed.

5. Public Health Department: Based on updated information provided by the Department of Public Health, the level of State proposed cuts in the Health Department is now estimated to be approximately \$21.8 million. Reductions in State funding of the Medically Indigent Services Program have been allocated at the State Department level, resulting in a cut of approximately \$8.95 million for San Francisco. In addition, a reduction of \$11.851 million in mental health services in San Francisco is currently projected. Another approximately \$1.0 million in reductions for cost of living adjustments at Laguna Honda Hospital

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are also projected based on the State's possible reduction of the cost of living adjustments not taking effect until January 1, 1991. There is some possibility that these cuts will not be implemented at these levels, dependent upon passage of pending State legislation which would change these allocations.

Proposition 99, or AB75 Tobacco Tax funds may also be affected by the proposed State budget cuts because AB75 contains a maintenance of effort requirement for receipt of Proposition 99 funds. Failure to maintain the AB75 specified level of funding for outpatient services, AB8 and Medically Indigent Services Programs could result in the loss of Proposition 99 funds. The Health Department reports that they are currently examining these potential additional budgetary impacts.

The Health Department has posted notices for a Beilensen Hearing to be held by the Board of Supervisors on August 27, 1990, which is required to be held because of service level reductions which will be necessary. The August 27 hearing is scheduled to discuss two levels of departmental cuts - \$5 million and \$10 million. Since more than \$10 million in funding for public health services is likely to be cut from the Health Department, another Beilensen Hearing by the Board of Supervisors must be held to reflect the additional cuts in services. The Health Commission is scheduled to meet on August 21 to discuss reductions totalling \$25 million.

The Department of Public Health reports that the process of determining and implementing budget reductions has begun. The Department has limited many service contracts to 30 days and has begun the process of employee notification regarding potential layoffs. The Health Department used the following "guiding principles" when determining where to make the proposed programmatic cuts in each of its divisions:

(1) Maintain essential public health services

- Provide basic level of care to those with no other option
- Maintain accreditation and licensing standards
- Maintain mandated services and services critical to the community

(2) Maintain integrity of support services (finance, personnel, contracts, MIS) relative to service levels and revenue generating requirements.

- Minimize loss of revenues generated by billing, fees, grants
- Minimize loss of revenues attributable to audit disallowances
- Maximize alternative sources of revenues.

(3) Where possible and appropriate, consolidate/integrate services to provide multiple health services (e.g. mental health, public health, substance abuse, HIV) at primary care sites.

(4) Allocate budget reductions equitably among major DPH divisions.

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The Department of Public Health has proposed a policy resolution expanding these guiding principles to include the following:

Maintain legal mandate that establishes the County as the "provider of last resort" for indigent residents (Welfare and Institutions Code Section 17000).

Use DMSF Strategic Plan to guide reductions in mental health, substance abuse and forensics.

According to Ms. Jan Ouren, Assistant Director of Planning for the Health Department, the cuts in the Public Health Department have been allocated equitably based on the percentage of General Fund revenues in each division.

6. Department of Social Services: The San Francisco Department of Social Services projects that State budget cuts will result in over a \$6 million reduction in State allocations for administration and State and local contributions for client assistance in FY 1990-91. The budget cuts projected by the Department of Social Services are as follows:

(1) Elimination of AFDC COLA for 1990-91 As of June 30, 1990, San Francisco had a total of 12,370 families on AFDC. These families receive an average of \$605 per month and as a result of the State's budget cuts, these families will not receive a cost of living (COLA) increase in their aid payments in 1990-91. Approximately \$4 million in State and federal aid for purposes of the AFDC COLA would have been matched by San Francisco's local share of \$208,000. As a result of the elimination of this COLA, San Francisco will not receive State and federal funds, nor spend its local share of \$208,000.

(2) Elimination of AFDC, Food Stamp, and Medical Administrative COLA Each year, the local government cost of providing AFDC, Food Stamp and other Medical federal and State program services increases by a cost of living adjustment. These increases include salaries, fringe benefits, materials and supplies. As reflected in the Attachment, the lack of these COLA reimbursements from the State and federal government were initially estimated to result in approximately \$2 million of budget reductions for San Francisco. However, based on more current information provided by the State, the Federal government would have provided 50 percent of the increased costs (\$640,000) required to provide these services. This amount must be matched at the State and local level. The 1990-91 State budget does not include its usual 25 percent match (\$320,000) which means that San Francisco must come up with the entire 50 percent match or risk losing the entire federal grant. Thus, the loss of federal (\$640,000) plus State funds (\$320,000) is now estimated to result in a total loss of \$960,000.

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(3) AFDC Homeless Assistance There will be an unspecified \$5 million reduction in this \$40 million State-wide program. San Francisco spent \$1.5 million in 1989-90 on this program. The specific impact on San Francisco has not yet been identified.

(4) GAIN Program Currently, there are 1,542 clients enrolled in this program in San Francisco. The estimated FY 1990-91 City budget for this program was \$4,374,830, entirely funded by the State. The amount proposed by the Governor for 1990-91 is \$4,160,000, a reduction of \$214,830. Full participation in this program (8,500 clients) is mandated by the State Legislature to take place within two years.

(5) Children's Services Recent information indicates that Children's Welfare Services have been cut by \$55 million State-wide. This includes programs such as Emergency Response, Family Maintenance, Family Reunification and Permanent Placement. Depending upon the actual allocation formula applied, the Department of Social Services is estimating budget reductions in San Francisco of up to \$1.0 million for such Children's Services.

In addition to the over \$6 million in reductions outlined above, the Department of Social Services will not be paying an additional \$1,690,000 which was set aside in a reserve account for a General Assistance program cost of living (COLA) increase. Section 20.57(d) of the San Francisco Administrative Code requires that the General Assistance grant amounts be adjusted each year "by the annual percentage cost of living increase or decrease" which is applied by the State Legislature to the Aid to Families with Dependent Children (AFDC) Program. Since the 4.6 percent AFDC COLA has been eliminated from the State budget, the City will also eliminate the GA COLA, which will reduce GA expenditures. As of June, 1990, 10,382 persons eligible for General Assistance were receiving an average stipend of \$341 per month from the City.

7. Trial Court Funding: Based on a State reduction of ten percent from the FY 1989-90 allocation and the deletion of the cost of living adjustment projected, San Francisco is projected to receive a reduction of \$2.5 million for Trial Court Funding in FY 1990-91. FY 1989-90 was the first full year of participation in the State's Trial Court Funding Program. It should be noted that the proposed State reduction is not a one-time reduction but is intended to be a continuing reduction that will be incorporated in the Trial Court Funding base for future years.

It was initially anticipated that San Francisco would have received approximately \$15.2 million in Trial Court Funding in FY 1990-91. For FY 1990-91, the Board of Supervisors had committed by resolution that no less than one-third of the 1990-91 Trial Court Funding block grant would be received by the Municipal and Superior Courts, similar to the commitment made for FY 1989-90. All Trial Court Funding block grant monies not going directly to the courts, or approximately two-thirds of the Trial Court Funding block grant, is

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credited to the General Fund which finances court operations. All City and County budgeted costs for court operations, including the County Clerk's Office, are approximately \$43 million in FY 1990-91.

Based on the projected \$2.5 million reduction in Trial Court Funding for San Francisco, if the same allocation as approved in the prior resolutions were applied, one-third of the proposed reduction would total an approximately \$833,333 reduction in Municipal and Superior Courts funding and two-thirds of the proposed reduction would total an approximately \$1,666,667 reduction in General Fund monies. If this reduction were equally distributed between the Municipal and Superior Courts, it would result in a reduction of approximately \$416,667 to the Municipal Court and \$416,667 to the Superior Court.

Based on information provided to the Budget Analyst by the Municipal and Superior Courts, the Municipal and Superior Court Judges have not met to take a formal position on the proposed State budget cuts. However, both Mr. Don Dickinson of the Superior Court and Mr. Gordon Park-Li of the Municipal Court have indicated that they are not in a position to accept any further reductions in their existing FY 1990-91 budget allocations.

According to information provided by Mr. Park-Li, the State budget reductions provide for courts and counties to negotiate the impact of the proposed reductions, as addressed in a new subsection of the Government Code (Section 77200(d); SB 2557). This subsection states that in any year in which the block grant is reduced, the county may reduce expenditures for "court operations" by an amount not exceeding the dollar amount of the cut in the block grant. Such discretionary language does not require the backfilling of such cuts from other revenues nor does it require that counties pass such cuts onto the courts. Specifically how the Trial Court Funding budget reductions are allocated in each county is at the discretion of the courts and the county.

8. Juvenile Justice: The State budget reductions resulted in an overall 50 percent reduction in Criminal Justice Council funding, specifically AB90 funding.

In early August, 1990 the Mayor's Criminal Justice Council (MCJC) submitted a resolution to apply for, accept and expend State grant subvention funds to the Board of Supervisors which was approved for \$1,620,242 for FY 1990-91. Ms. Joyce Smith of MCJC reports that the State has now been informed that based on the State's budget cuts, the City will only receive a total grant allocation of \$825,746 a 49 percent reduction (\$794,496) in the original grant amount.

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Mr. Jim Buick of MCJC reports that MCJC's Youth Services Task Force has made recommendations to MCJC's Executive Committee concerning the specific areas for reducing the proposed grant allocation. MCJC's Executive Committee will meet on August 22, 1990 to consider the recommendations of the Task Force regarding the reductions. Mr. Buick reports that he will present MCJC's Executive Committee recommendations on August 29, 1990 for consideration before the Finance Committee of the Board of Supervisors.

9. State Mandates: The California Constitution generally provides that whenever the State Legislature or any State agency mandates a new program or a higher level of service on any local government, the State shall provide a subvention of funds to reimburse the local government for the costs of the program or increased level of service. However, SB 1333, recently approved by the State Legislature, provides that local agencies would not be required to implement a new program or higher level of service if it has been specifically identified by the Legislature in the Budget Act as being one for which reimbursement is not provided for that fiscal year.

The specific State mandates that would be optional in FY 1990-91 and would no longer be reimbursed by the State are as follows:

- Investigations of Guardianship
- Juvenile Felony Arrests
- Victims Statements
- Dental Examinations
- Marijuana Records
- Motorists Assistance
- Missing Persons Reports
- Signatures for Filing Fees
- School Crossing Guards
- Airport Land Use
- Pretreatment Facilities
- Short-Doyle Audits
- Detention of Minors
- Investment Reports
- Open Meetings Act
- Real Property Subdivision Mergers
- Personnel Files

Based on estimates provided by the Controller's Office, the City would receive an approximate \$700,000 reduction in State revenues from these previous State mandates.



According to SB 1333, if San Francisco elects to implement these optional programs, although State funds would not be available for reimbursement, SB 1333 provides that the local jurisdiction may assess fees for such services, provided that the fees do not exceed the reasonable costs of the services. Estimates of potential revenues if fees were assessed for these programs or services have not been made by the County, to date.

In addition to the above listed State mandates, reimbursement of Indigent Defense capital cases that are assigned to San Francisco will no longer be available for reimbursement from the State. San Francisco's costs incurred for such capital cases have previously been eligible to receive State reimbursement. The Controller's Office is currently estimating the budgetary impact of the loss of such reimbursements.

10. Miscellaneous Program Reductions: The Controller's Office has estimated a total of another approximately \$1.0 million in miscellaneous State budget costs will directly impact on a variety of other programs throughout San Francisco.

11. Mayor's Response: In response to the State's budget cuts, Ms. Carol Wilkins, the Deputy Mayor for Finance issued a memo on August 13, 1990 to all City Department Heads and Commission Presidents indicating a need to reallocate some of the City's General Fund resources from City departments which have not been directly impacted by the State funding cutbacks. The Mayor's Office is requesting that all departments review their FY 1990-91 budgets and "identify options for reducing General Fund spending by two percent during the 1990-91 fiscal year". These options are to be submitted to the Mayor's Office by August 27, 1990 and would take effect on October 1, 1990.

The total FY 1990-91 General Fund budget, including the General Fund allocations to MUNI, San Francisco General Hospital and Laguna Honda Hospital and excluding the General Fund allocations to general City responsibilities, such as bond interest and redemption, workers compensation, retirement, health service and claims and judgements is \$1,819,586,151. An across the board two percent General Fund budget reduction would total an approximately \$36 million savings.

According to Ms. Wilkins, in early September, 1990 the Mayor intends to present proposals to the Board of Supervisors which would reduce City department's expenditure levels and increase City revenues to offset the State's budget cut.

12. Revenue Potential: The State budget includes provisions for counties to generate new revenues by levying fees and taxes on cities, schools, unincorporated areas and special districts within counties. However, San Francisco, as both a City and a County, does not have the ability to realize many of these revenues.

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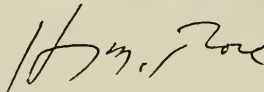
Memo to Finance Committee  
August 22, 1990

If San Francisco charged the Community College District and the San Francisco Unified School District for their pro-rata share of the City's administrative expenses incurred for property tax assessment and collection costs, it is estimated that the City and County could recover approximately \$900,000 of additional revenues. San Francisco could also charge the Bay Area Rapid Transit District (BART), the Community College District and the Unified School District for their jail booking costs, however, such an assessment is not estimated to generate any significant revenues.

The Mayor and Controller's Office report that they are working with the State and other counties in an attempt to offset the City and County's revenue potential with smaller budget cuts.

The Mayor's Office reports that various other local taxes and fees, such as increasing the Rent Board annual fee from \$4 to \$8, increasing the Parking Tax by an additional five percent and increasing the annual Business Registration Fee from \$75 to \$150 are being discussed.

13. Conclusion: As noted, many of the specific details regarding the State's impact on San Francisco's FY 1990-91 budget are not currently available. San Francisco's negotiations by the Mayor and Controller's Offices with State Legislators, State departments and other cities and counties are currently ongoing. However, it should be noted that the estimated budget reductions are based on a July 1, 1990 through June 30, 1991 fiscal year. Since most of the budget reductions will not be implemented until approximately October 1, 1990, the actual budget reductions will have to be increased by approximately 25 percent to account for the expenditures incurred between July 1 and September 30, 1990. The Budget Analyst and the Legislative Policy Analyst will continue to monitor these activities in order to provide updated information to the Board of Supervisors at the August 29, 1990 Finance Committee hearing.



Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward

Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



IMPACT OF STATE BUDGET  
REDUCTIONS ON SAN FRANCISCO  
1990-91 FISCAL YEAR  
(IN MILLIONS)

<u>PROGRAM</u>	<u>STATEWIDE REDUCTION</u>	<u>SAN FRANCISCO IMPACT</u>
Medically Indigent Services  (Allocation formula may be changed by legislation)	\$175	\$9.6
Mental Health  (Various formulas being reviewed by State Dept. of Mental Health)	61	\$6.4 to \$19.5
Trail Court Funding	10% reduction in 1989-90 Allocation and deletion of COLA	2.5
Social Services Prior Year COLA	-	2.0
Laguna Honda - Delay of COLA and possible reduction in COLA	-	1.0
Juvenile Justice	33	.8
State Mandates	Made numerous mandates optional	.7
Miscellaneous small reductions in various programs		<u>1.0</u>
Total		\$24.0 to \$37.1



CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 29, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, ITEM 1, 15, portion of 2  
SUPERVISOR WALKER, portion of ITEM 3

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
  - a) File 28-90-16. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the Embarcadero Area. (Department of Public Works).
  - b) File 47-90-8. [Lombard Garage - Discount Parking Fee Coupon] Resolution modifying rates and charges for parking at the Lombard Street Garage by authorizing use of a one dollar discount parking coupon. (Parking Authority).
  - c) File 146-90-63. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health, CHDP, to augment and expend funds in the total amount of \$200,716 from the State Department of Health Services, for child health and disability prevention services to the residents of San Francisco. (Mayor).
  - d) File 172-90-20. [AB 2994 Contract] Resolution authorizing the execution of an agreement between the City and County of San Francisco and the Regents of the University of California, San Francisco in the amount of \$11,331 in order to provide consultation and training to the Department of Social Services' staff and foster parents involved in the Fragile Infant Program for Fiscal Year 1990-91, commencing October 1990. (Department of Social Services).

- e) File 172-90-21. [AB 2994 Contract] Resolution authorizing the execution of an agreement between the City and County of San Francisco and Family Services Agency of San Francisco to provide funds in the amount of \$37,148 for diagnostic, educational and counseling services to families and children at risk of neglect and abuse for Fiscal Year 1990-91, commencing September 1990. (Department of Social Services).
- f) File 172-90-22. [AB 2994 Contract] Resolution authorizing the execution of an agreement between the City and County of San Francisco and the San Francisco Child Abuse Council, Inc., to provide funds in the amount of \$39,699 for professional training and community education to the public on child abuse and through the media generate greater public awareness of the problem of child abuse for the Fiscal Year 1990-91, commencing September 1990. (Department of Social Services).
- g) File 172-90-23. [AB 2994 Contract] Resolution authorizing the execution of an agreement between the City and County of San Francisco and the Regents of the University of California, San Francisco to provide funds in the amount of \$45,641 for crisis intervention and extended treatment to families with children at high risk from abuse and neglect for Fiscal Year 1990-91, commencing September 1990. (Department of Social Services).
- h) File 172-90-24. [AB 2994 Contract] Resolution authorizing the execution of an agreement between the City and County of San Francisco and Charila - Foundation/Catholic Youth Organization to provide funds in the amount of \$54,769 for in-home intensive treatment services to families with children at risk of out-of-home placement or where reunification of the family is the goal for Fiscal Year 1990-91, commencing September 1990. (Department of Social Services).
- i) File 101-89-34.3. [Release of Funds] Requesting release of reserved funds, Public Library, in the amount of \$800,000 to begin the branch improvement project at Park Branch Library. (Public Library)

ACTION: ITEMS 1b, 1c, and 1i SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1b, File 47-90-8. CONTINUED TO CALL OF THE CHAIR.

ITEM 1c, File 146-90-63. AMENDED TO REDUCE TOTAL AMOUNT OF GRANT TO \$146,877 AND RATIFYING ACTION PREVIOUSLY TAKEN. NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, FAMILY HEALTH, CHDP, TO AUGMENT AND EXPEND FUNDS IN THE TOTAL AMOUNT OF \$146,877 FROM THE STATE DEPARTMENT OF HEALTH SERVICES, FOR CHILD HEALTH AND DISABILITY PREVENTION SERVICES TO THE RESIDENTS OF SAN FRANCISCO; RATIFYING ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

ITEM 1i, File 101-89-34.2. RELEASE OF \$800,000 RECOMMENDED. FILED.

REGULAR CALENDAR

2. File 127-90-4. [Real Property Transfer Tax Increase] Ordinance amending Article 12C of Part III, San Francisco Municipal Code, imposing a real property transfer tax, by amending Section 1102 thereof to increase the real property transfer tax rate from \$2.50 to \$5.50 for each \$500 of consideration or value, and by deleting the exemption from the tax for assumed indebtedness. (Supervisor Walker, Gonzalez)

ACTION: AMENDED TO INCREASE TAX TO \$4.40. NEW TITLE: "[Real Property Transfer Tax Increase] ORDINANCE AMENDING ARTICLE 12C OF PART III, SAN FRANCISCO MUNICIPAL CODE, IMPOSING A REAL PROPERTY TRANSFER TAX, BY AMENDING SECTION 1102 THEREOF TO INCREASE THE REAL PROPERTY TRANSFER TAX RATE FROM \$2.50 TO \$4.40 FOR EACH \$500 OF CONSIDERATION OR VALUE, AND BY DELETING THE EXEMPTION FROM THE TAX FOR ASSUMED INDEBTEDNESS." RECOMMENDED AS AMENDED. SUPERVISOR MAHER DISSENTING IN COMMITTEE.

3. File 198-90-2. [Law Library Fee Increase] Resolution increasing filing and appearance fees from \$12.00 to \$18.00 effective October 1, 1990, as provided in the Business and Professions Code, Sections 6321 and 6322, for operation of the Law Library. (San Francisco Law Library).

(Continued from 8/22/90.)

ACTION: MOTION TO ACCEPT BUDGET ANALYST RECOMMENDATION REFUSED ADOPTION. RECOMMENDED.

4. File 51-90-2 [Employee Reimbursements] Transmitting claims of employees, various departments for cost of personal property damaged/stolen in the line of duty. (Controller)

(Continued from 8/22/90.)

ACTION: HEARING HELD. CLAIM OF GEORGE WOODS SEVERED. CONTROLLER'S RECOMMENDATION FOR BALANCE OF LIST DATED 7/25/90 RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Reimbursement to Employee] RESOLUTION AUTHORIZING REIMBURSEMENT FOR COST OF PERSONAL PROPERTY OF CITY AND COUNTY EMPLOYEES DAMAGED/STOLEN IN THE LINE OF DUTY." RECOMMENDED.

File 51-90-2.1. Consideration of employee claim of George Woods for stolen stethoscope in the amount of \$125.00. HEARING HELD. MOTION TO AUTHORIZE REIMBURSEMENT IN THE AMOUNT OF \$62.50 REFUSED ADOPTION. FILED.

5. File 101-90-7. [Government Funding] Ordinance amending the Annual Appropriation Ordinance for Fiscal Year 1990-91, File No. 101-90-2, Ordinance No. 287-90, giving effect to revenue changes pursuant to Charter Section 6.208 and adjusting appropriations to meet the requirements of the Art Commission pursuant to Charter Section 6.400, as a pre-requisite to levy a tax pursuant to Charter Section 6.208. (Controller)

ACTION: RECOMMENDED.

6. File 74-90-1. [Tax Rate Setting] Ordinance providing revenue and levying taxes for San Francisco Unified School District purposes for the Fiscal Year ending June 30, 1991. (Controller)

ACTION: RECOMMENDED.

7. File 74-90-2. [Tax Rate Setting] Ordinance providing revenue and levying taxes for San Francisco Community College District purposes for the Fiscal Year ending June 30, 1991. (Controller)

ACTION: RECOMMENDED.

8. File 74-90-3. [Tax Rate Setting] Ordinance providing revenue and levying taxes for City and County of San Francisco purposes for the Fiscal Year ending June 30, 1991. (Controller)

ACTION: RECOMMENDED.

9. File 101-90-6. [Government Funding] Ordinance appropriating \$166,088, Airports Commission, for capital improvement project (Airfield Improvements) (companion to File 27-90-4) RO #90038. (Controller).

ACTION: RECOMMENDED.

10. File 27-90-6. [Airport - Rates and Charges] Resolution making a finding that the schedule of rates and charges for common use facilities established by the Airports Commission effective July 1, 1990 will be sufficient to pay for maintenance and operation expenses of the Airport and will not require any tax subsidy; companion measure to File 27-90-6.1. (Airports Commission)

ACTION: RECOMMENDED.

11. File 27-90-6.1. [Airport - Rates and Charges] Resolution approving changes to the schedule of rates and charges for common use facilities at San Francisco International Airport as established by the Airports Commission; companion measure to File 27-90-6. (Airports Commission)

ACTION: RECOMMENDED.

12. File 47-90-9. [Final Negative Declaration] Resolution adopting Final Negative Declaration, finding and determining that construction of a parking structure with ground floor commercial space at the southeast corner of Polk and Bush Streets, Lot 12 in Assessor's Block 669, will have no significant impact on the environment, and adopting and incorporating findings of Final Negative Declaration. (companion to File 101-89-156 and 101-90-156.1) (Parking Authority).

ACTION: AMENDED TO ADOPT FINDINGS PURSUANT TO CITY PLANNING CODE SECTION 101.1. NEW TITLE: "[Final Negative Declaration] RESOLUTION ADOPTING FINAL NEGATIVE DECLARATION, FINDING AND DETERMINING THAT CONSTRUCTION OF A PARKING STRUCTURE WITH GROUND FLOOR COMMERCIAL SPACE AT THE SOUTHEAST CORNER OF POLK AND BUSH STREETS, LOT 12 IN ASSESSOR'S BLOCK 669, WILL HAVE NO SIGNIFICANT IMPACT ON THE ENVIRONMENT, AND ADOPTING AND INCORPORATING FINDINGS OF FINAL NEGATIVE DECLARATION; ADOPTING FINDINGS PURSUANT TO CITY PLANNING CODE SECTION 101.1." RECOMMENDED AS AMENDED.



13. File 101-89-156.1. [Government Funding] Resolution approving the release of funds for the construction of a garage at Polk-Bush Streets in San Francisco by the Parking Authority of the City and County of San Francisco. (companion to File 101-89-156 and 47-90-9) (Parking Authority).

ACTION: RECOMMENDED.

14. File 101-90-4. [Appropriations Limit, FY 1990-91] Resolution establishing the appropriations limit for the City and County for FY 1990-91. (Supervisor Maher)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED. RECOMMENDED AS AMENDED.

15. File 68-90-15. [Grant - State Funds] Authorizing the Mayor's Criminal Justice Council of the City and County of San Francisco to apply for, accept and expend funds totalling \$825,746 from the California Youth Authority for the 1990/91 "County Justice System Subvention Program (CJSSP)"; providing allocations, designating program coordinator and rescinding Resolution No. 653-90 (File No. 68-90-11) previously passed by the Board of Supervisors (Mayor)

ACTION: RECOMMENDED.



**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 29, 1990

**TO:** Finance Committee**FROM:** Budget Analyst - Recommendations**SUBJECT:** August 29, 1990 Finance Committee Meeting

DOCUMENTS DEPT.

Item 1a - File 28-90-16

AUG 29 1990

SAN FRANCISCO  
PUBLIC LIBRARY**Department:** Department of Public Works**Item:** Emergency Resolution. Section 6.30 of the Administrative Code states that approval by the Board of Supervisors must be obtained for emergency expenditures in excess of \$25,000.**Amount:** \$40,000**Source of Funds:** Mayor's Earthquake Emergency Relief Fund

**Description:** On April 16, 1990, the Board of Supervisors approved a resolution (File 272-90-1) endorsing the concept of a surface or subsurface Embarcadero Freeway and requesting an analysis of geological and soils issues related to the freeway proposal. The Board requested the study to be completed by August 1, 1990. On June 18, 1990, the Board approved by resolution (File 270-90-15) the expenditure of \$130,000 from the Mayor's Earthquake Emergency Relief Fund to provide the Department of Public Works (DPW) with funds for a traffic mitigation program (\$90,000) and to conduct a soils study under the Embarcadero Freeway to analyze whether the land under the Embarcadero is capable of supporting an above ground structure or underground system (\$40,000).

The proposed resolution would authorize an expedited procurement process for contractual services to perform the soils study. The DPW reports that due to the short time frame for the completion of the soils study, an expedited procurement process was used to select the construction engineering consultants, Harding Lawson and Associates. The DPW indicates that they contacted six leading construction engineering firms in San Francisco who had previously contracted with the City, none of which were Minority or Women Business Enterprises (MBE/WBE). Each of the six firms submitted proposals and were interviewed. On June 22, 1990, the contract was awarded to Harding Lawson and Associates based on the firm's qualifications, approach to the study and proposal presentation. Harding Lawson and Associates began the project on June 25, 1990 completed it on July 31, 1990.

The project budget is as follows:

Construction Engineering	
Consulting Services (Harding Lawson)	\$35,000
DPW Bureau of Engineering Contract	
Administration	<u>5,000</u>
Total	\$40,000

The DPW reports that the consultant's services totalled \$40,831, or \$5,831 greater than the \$35,000 budgeted, but that the consultant has agreed to accept the \$35,000 that was allotted for the contract. The consultant's hours and hourly rates and other expenses for the services provided were as follows:

Harding Lawson Personnel

Principal Engineer (76.25 hrs @ \$100/hr)	\$7,625	
Associate Engineer (5 hrs @ \$90/hr)	450	
Associate Engineer (4 hrs @ \$60/hr)	240	
Engineers (279 hrs @ \$60/hr)	16,740	
Drafting (84 hrs @ \$50/hr)	4,200	
Technical (20.75 hrs @ \$45/hr)	<u>934</u>	
Subtotal Harding Lawson Personnel		\$30,189
Communications/Reproduction		574
Supplies		52

Memo to Finance Committee  
August 29, 1990

Outside Services

GeoResource Consultants	1,776	
Parsons Brinkerhoff (Structural)	1,000	
Geomatrix Consultants	7,000	
Walker Reprographics	162	
Delivery	<u>78</u>	
Subtotal Outside Services		<u>10,016</u>

Total Services Provided	\$40,831
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**Recommendation:** Approve the proposed emergency resolution.





Item 1b - File 47-90-8

1. The proposed resolution would authorize the establishment of a special one dollar discount parking fee coupon at the Lombard Street Garage.

2. The proposed resolution would allow the Lombard Street Garage parking rates and charges to be modified to allow the use of a one dollar discount parking coupon that could be applied in partial payment of parking charges incurred for parking, weekdays and weekends, in excess of two hours before 6 p.m. or for parking in excess of one hour after 6 p.m.

3. The San Francisco Parking Authority built the Lombard Street Garage, located on Lombard between Fillmore and Webster Streets, in 1987 to address the shortage of parking in the Marina District. Since the October 17, 1989 Earthquake however, merchants in the area report that patronage of Marina and Union Street shops, restaurants and entertainment facilities has significantly decreased. The number of vehicles parking in the Lombard Street Garage has also declined since the October 17, 1989 Earthquake. Consequently, the Marina District merchants are requesting the proposed one dollar discount parking fee coupon for the Lombard Street Garage in order to help attract patrons to the Marina and Union Street commercial neighborhood districts.

4. Currently, the City leases the operation of the Lombard Street Garage to Five Star Parking, a private firm which bid on the lease. Five Star Parking currently pays 67.18 percent of its monthly income, with a \$10,000 minimum, as monthly rent to the San Francisco Parking Authority. The City sets the parking rates and can change the rates at any time with approval of the Board of Supervisors.

5. The proposed parking coupons would be made available to the public through Union Street Merchant Association brochures, merchant newspaper advertisements, and at participating merchants in the Marina and Union Street areas. To use the coupon, the patron would have the participating merchant stamp or sign the coupon with the name and address of the merchant. The number of coupons used and their origin would be tracked by the Parking Authority, on a weekly basis, in order to assess the status of the coupon program. The initial program would be for six months.

6. The San Francisco Parking Authority has estimated the potential revenue losses from the proposed discount coupon, based on total usage of the Lombard Street Garage between January 1, and April 30, 1990. The estimates show revenue losses given different discount coupon participation rates as follows:

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Participation Rates

	<u>100%</u>	<u>50%</u>	<u>33%</u>	<u>20%</u>
Potential Monthly Loss to Parking Authority	\$2,605	\$1,303	\$860	\$521
Potential Monthly Loss to Parking Operator	\$1,273	\$636	\$420	\$255

7. Mr. Philip Chin, of the Parking Authority, reports that based on the number of garage patrons who park in excess of two hours before 6:00 p.m. or in excess of one hour after 6:00 p.m., the maximum monthly participation in the discount coupon program would range from 55 to 58 percent. Mr. Chin estimates that the actual participation by these patrons would range from 20 to 30 per cent.

8. Mr. Chin advises that the City's loss would be minimized by the fact that the City is guaranteed a minimum monthly rental payment of \$10,000. According to Mr. Chin, the City received rental payments totalling approximately \$129,000 for FY 1989-90, which averages out to approximately \$10,750 in rental payments per month. The City's rental payments are applied to the Off-Street Parking Fund.

9. According to Mr. Chin, between 50 and 100 merchants would participate in the discount coupon program. The participating merchants would pay for all marketing and printing costs associated with the discount coupon program. Estimates of these costs were not available as of the writing of this report.

10. Mr. Chin reports that the Parking Authority is requesting that this item be continued to the call of the Chair pending further discussion, and possible consideration of other alternatives to the proposal for the discount coupon program, by the Parking Authority, the Merchants Association and Five Star Parking.

**Recommendation**

Continue the proposed resolution to the call of the Chair as requested by the Parking Authority.

Item 1c - File 146-90-63

**Department:** Department of Public Health (DPH)  
Family Health Bureau

**Item:** Resolution to accept, and expend an augmentation to a State grant allocation.

**Amount:** \$200,716

**Source of Funds:** State Department of Health Services  
Child Health and Disability Prevention Services

**Term:** November 1, 1989 to June 30, 1990

**Project:** Child Health and Disability Prevention (CHDP), Public Health Nursing Enhancement and Prenatal Guidance Program

**Description:** The Board of Supervisors on October 23, 1989, approved a resolution (File 143-89-61) authorizing DPH, to accept and expend for the period July 1, 1989 through June 30, 1990, a \$1,141,751 State grant allocation for the CHDP and Prenatal Guidance Program. The Program facilitates regular pediatric health screening for Medi-Cal children under 21, and for children in low income families, ages up to 29 months and those entering the first grade. Information, referral and outreach services are also provided to families of the children and pregnant women eligible for Medi-Cal.

In November of 1989, the State notified the DPH that \$200,716 in additional funds would be available for Fiscal Year 1989-90. The DPH submitted a revised budget for the CHDP Program for FY 1989-90 to the State Department of Health Services, which was not approved by the State until April of 1990. Due to additional administrative delays, the DPH is only now requesting the authority to accept and expend the funds. The DPH reports that the State will reimburse the City retroactively for the costs of CHDP services provided during Fiscal Year 1989-90. The proposed grant would augment the original grant amount of \$1,141,751 by \$200,716 for an overall program budget for Fiscal Year 1989-90 of \$1,342,467.

**No. of Persons Served:** Families of approximately 20,000 children contacted through outreach efforts, and approximately 13,000 children given medical examinations.

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<b>Project Budget:</b>	<u>Personnel</u>	
	Salaries (2 FTE)	\$90,549
	Mandatory Fringe Benefits	<u>27,164</u>
	Subtotal Personnel	117,713
	<u>Operating Costs</u>	
	Travel	\$1,300
	Training	(100) *
	Materials/Supplies	<u>15,857</u>
	Subtotal Operating Costs	17,057
	<u>Indirect Costs</u>	<u>12,107</u>
	Total Project Budget	\$146,877

\* Reduction from original budget. Funds no longer needed for this line item.

The total budget of \$146,877 consists of CHDP (\$17,057), Public Health Nursing Enhancement (\$50,184) and Prenatal Guidance (\$79,636).

**Indirect Cost Rate:** \$12,107, which is approximately 10% of Personnel costs.

**Required Match:** None

**Comments:** 1. As noted above, the DPH expended a total of \$146,877 which is \$53,839 less than the \$200,716 requested grant augmentation amount. Ms. Mildred Crear of DPH reports that the DPH did not expend the entire \$200,716 grant augmentation because (1) the State did not notify the Department regarding the availability of the grant augmentation funds until November of 1989 and (2) the Department experienced administrative delays which led to delays in implementing the Program services. Therefore, the proposed resolution should be amended to reduce the amount from \$200,716 to \$146,877 to reflect the actual costs incurred. As previously noted, the \$146,877 budget consists of CHDP (\$17,057), Public Health Nursing Enhancement (\$50,184) and Prenatal Guidance (\$79,636).

2. The proposed resolution should also be amended to allow DPH to accept and expend the funds on a retroactive basis.

3. Attached is the "Health Commission - Summary of Grant Request" prepared by the Department of Public Health for this State Grant.

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- Recommendations:** 1. Amend the proposed resolution to reduce the amount by \$53,839 from the original amount of \$200,716 to \$146,877 (\$17,057 for CHDP, \$50,184 for Public Health Nursing Enhancement and \$79,636 for Prenatal Guidance) as noted in Comment 1, above.
2. Amend the proposed resolution to allow DPH to accept and expend the funds on a retroactive basis.
3. Approve the proposed resolution as amended.

CR 90-62

Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Health Dept.  
 Contact Person Ricardo Morales  
 Address 714 P St., Rm. 708  
Sacramento, CA 95814  
 Amount Requested \$ 200,716  
 Term: From 11/89 To 6/30/90  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Division Family Health  
 Section Child Health & Disability Preven.  
 Contact Person Mildred Crear  
 Telephone 558-2403  
 Application Deadline n/a  
 Notification Expected Received 11/89

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (a) grant in the amount of \$ 200,716 from the period of 11/89 to 6/30/90 to provide Health Education and support services.

II. Summary: (Context/history; need addressed; number + groups served; services + providers)

There was an increased target population for CHDP of 44,000: children 0 - 18 whose family's income is 200% above Federal poverty level. CHDP must also provide information for smoking cessation and creating a smoke free environment for children.

III. Outcomes/Objectives:

To inform new target population of CHDP eligibility to increase the number of CHDP exams. Promote anti-tobacco health education to provider community.

IV. Effects of Reduction or Termination of These Funds:

Decrease in service to this high-risk population.

V. Financial Information:

	Col. A Two Years Ago	Col. B Orig.	Col. C Augmentation	Col. D Change	Req. Match	Approved by
Grant Amount		\$1,141,751	\$146,877			
Personnel		1,018,826	117,713			
Equipment						
Contract Svc.						
Mat. & Supp.		9,625	15,857			
Facilities/Space						
Other			1,200			
Indirect Costs		104,212	12,107			

VI. Data Processing

(none included above)

VII. Personnel

FT CSC	16.5	18.5		
PT CSC		0		
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: n/a

Will grant funded employees be retained after this grant terminates? If so, How?

Funding will continue 1990-91.

\*VIII. Contractual Services: Open Bid

-8-Sole Source

(If sole source, attach Request for Exemption Form)



Item 1d - File 172-90-20

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the execution of an agreement between the City and County of San Francisco and the Regents of the University of California, San Francisco (UCSF).

**Source of Funds:** Children's Trust Fund

**Amount:** \$11,331

**Contract Period:** October 1, 1990 through September 30, 1991

**Description:** UCSF would provide 245 hours of consultation and training to DSS staff and foster parents involved in the Fragile Infant Special Care Program (FISCP). The FISCP provides special care for infants who are born dependent on alcohol or drugs, have extraordinary medical problems, or test positive for HIV anti-bodies, or AIDS.

<b>Project Budget:</b>	Personnel	\$9,853
	Indirect Costs	<u>1,478</u>
	Total Budget	\$11,331

**Required Match:** None.

**Comments:**

1. The proposed project would be funded by the Children's Trust Fund which was established by AB 2994 (Chapter II of the State Welfare and Charitable Contributions Code) which provides for \$4.00 of each \$8.00 birth certificate fee to be credited to this fund for child abuse and neglect prevention and intervention programs. The Children's Trust Fund is administered by DSS.
2. This is a renewal of an existing agreement. The total proposed request of \$11,331 is an increase of \$436 or four percent over last year's allocation of \$10,895.
3. Mr. Walter Maciak of DSS reports that because the proposed agreement would be funded by the Children's Trust Fund, which was not impacted by the State budget cuts, the funding for this program will not be affected by the State budget cuts.

**Recommendation:** Approve the proposed resolution.

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Items 1e, 1f, 1g and 1h - Files 172-90-21, 172-90-22, 172-90-23 and 172-90-24

**Department:** Department of Social Services (DSS)

**Item:** Resolutions authorizing DSS to execute continuation agreements with certain agencies which provided child abuse and neglect prevention services. In 1990-91 the City will continue agreements with the Family Services Agency, San Francisco Child Abuse Council, Inc., University of California, San Francisco, and Charila Foundation/Catholic Youth Organization.

**Source of Funds:** Children's Trust Fund

<b>Amount:</b>	Family Service Agency (File 172-90-21)	\$37,148
	San Francisco Child Abuse Council, Inc. (File 172-90-22)	39,699
	University of California, San Francisco (File 172-90-23)	45,641
	Charila/Catholic Youth Organization (File 172-90-24)	<u>54,769</u>
	Total	\$177,257

**Contract Period:** September 1, 1990 through August 31, 1991

**Description:** The Children's Trust Fund was established by AB 2994 (Chapter II of the State Welfare and Charitable Contributions Code) which provides for \$4.00 of each \$8.00 birth certificate fee to be credited to this fund for child abuse and neglect prevention and intervention programs. The Children's Trust Fund is administered by DSS.

The proposed continuation agreements are as follows:

**Family Service Agency (File 172-90-21)** **\$37,148**

The Family Service Agency would provide individual and group diagnostic, educational and counseling services aimed at increasing parent's coping abilities, parenting skills and self-esteem. Services would be provided to between 80 and 100 parents whose children are in out-of-home placements or are in-home dependents. The proposed budget is as follows:

Personnel:		
Salaries	\$30,754	
Fringe Benefits	<u>4,164</u>	
Subtotal - Personnel		\$34,918

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Memo to Finance Committee  
August 29, 1990

Operating Expenses:		
Consultant Services	\$1,110	
Insurance	540	
Supplies	150	
Duplicating and Printing	100	
Transportation	30	
Parent Group Expenses	<u>300</u>	
Subtotal - Operating Expenses		2,230

In-Kind Contributions (Contractor's Match)		
Personnel	\$5,780	
Indirect Costs	<u>5,424</u>	
Subtotal - In-Kind		\$11,204

Total Program Budget	\$48,352
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Less Contractor's Match	<u>11,204</u>
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Net City Contract	\$37,148
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<b><u>San Francisco Child Abuse Council, Inc.</u></b>	
<b><u>(File 172-90-22)</u></b>	<b>\$39,699</b>

The San Francisco Child Abuse Council, Inc. would provide approximately 840 hours of professional training and community education to the public to prevent child abuse and neglect. The program would include prevention training to professional and para-professional groups and development of public service messages, newspaper articles and broadcast media activities. The proposed budget is as follows:

Personnel:		
Salaries	\$25,750	
Fringe Benefits	<u>4,380</u>	
Subtotal - Personnel		\$30,130

Operating Expenses:		
Rent	\$4,200	
Communications	900	
Travel	307	
Utilities	300	
Other	3,862	
Subtotal - Operating Expenses		9,569

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In-Kind Contributions (Contractor's Match)	
Personnel	\$3,600
Equipment	3,400
Audit	2,200
Subtotal - In-Kind	<u>9,200</u>
Total Program Budget	\$48,899
Less Contractor's Match	<u>9,200</u>
Net City Contract	\$39,699

**Regents of the University of California,**  
**San Francisco (UCSF) (File 172-90-23)** **\$45,641**

UCSF would provide approximately 2,275 hours of in-home and out-of-home intervention and extended treatment to 20-28 families with children at high risk from neglect and abuse. The services would be provided through the infant-parent psychotherapy program at San Francisco General Hospital. The proposed budget is as follows:

Personnel:	
Salaries	\$32,359
Fringe Benefits	<u>6,952</u>
Subtotal - Personnel	\$39,311
Operating Expenses:	
Supplies	375
In-Kind Contributions (Contractor's Match)	
Salaries	11,275
Indirect Costs	<u>5,955</u>
Total Program Budget	\$56,916
Less Contractor's Match	<u>11,275</u>
Net City Contract	\$45,641

**Charila Foundation/Catholic Youth Organization**  
**(CYO) (File 172-90-24)** **\$54,769**

The Charila Foundation, in cooperation with the CYO, would provide 1,200 hours of intensive in-home treatment to approximately 36 families with children at risk of placement in foster care or where reunification of the family is the goal. The proposed budget is as follows:

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August 29, 1990

Personnel:		
Salaries	\$30,415	
Fringe Benefits	<u>11,985</u>	
Subtotal - Personnel		\$42,400
Contractual Services		7,280
Operating Expenses:		
Travel	\$1,100	
Telephone	660	
Postage	110	
Supplies	629	
Rent	1,440	
Utilities	150	
Audit	<u>1,000</u>	
Subtotal - Operating Expenses		5,089
In-Kind Contributions (Contractor's Match)		
Salaries		<u>9,413</u>
Total Program Budget		\$64,182
Less Contractor's Match		<u>9,413</u>
Net City Contract		\$54,769

**Required Match:** For each of these proposed agreements, DSS requires that the contractor provide a match of at least ten percent of the total program budget. The contractor's match for each of the four proposed contracts represent the following amounts and percent of each program budget:

	<u>Amount</u>	<u>Percent</u>
Family Service Agency	\$11,204	23%
S. F. Child Abuse Council, Inc.	9,200	19%
UCSF	11,275	20%
Charila Foundation/CYO	9,413	15%

**Comments:** 1. These proposed agreements are renewals of existing agreements. The total FY 1990-91 request of \$177,257 is an increase of \$8,416 or approximately five percent over the FY 1989-90 allocation of \$168,841.

2. Mr. Walter Maciak of DSS reports that because these agreements would be funded out of the State Children's Trust Fund, which has not been impacted by the State budget cuts, the funding for these agreements will not be affected.

**Recommendation:** Approve the proposed resolutions.

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Item 1i - File 101-89-34.3

**Department:** Public Library

**Proposed Action:** Release of reserved funds previously approved for capital improvements to various Branch Libraries. The funds were reserved pending the completion of construction cost estimates and a project plan and schedule for the various Branch Libraries to be improved.

**Amount:** \$800,000

**Source of Funds:** 1988 Library Improvement Bond funds

**Description:** In October of 1989, the Board of Supervisors approved a supplemental appropriation (File 101-89-34) of \$11,366,423 for the Public Library and placed \$3,940,277 of these funds on reserve pending completion of more detailed schedule and cost estimates for the Branch Libraries and expenditures beyond fiscal year 1989-90. On January 3, 1990, the Finance Committee released \$87,500 to cover the remaining FY 1989-90 costs for the Bureau of Architecture's Project Management services. On May 16, 1990, the Finance Committee released \$282,190 for the continuation of three existing Library Bond Program support positions and DPW's Bureau of Architecture services for FY 1990-91.

The requested \$800,000 would be used for capital improvements to the Park Branch Library, located at 1833 Page Street. These funds would be used to bring the Park Branch Library up to seismic codes and to make the Library accessible to physically disadvantaged persons. In addition, minor electrical improvements would be made. The DPW reports that the Park Branch Library is rated as one of the most seismically hazardous branches of the Library system.

**Comments:** 1. Mr. Russ Abel of the Bureau of Architecture reports that the Department has started the bidding process for the construction contract and expects to receive the bid proposals by August 29, 1990. Mr. Abel indicates that the contract is being competitively bid. The DPW has prepared cost estimates for the Park Branch improvements based on the DPW's drawings and specifications for the improvements. Therefore, Mr. Abel indicates that the actual project costs will not be known until the contractor has been selected. The estimated project budget is as follows:

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Construction Contract (estimated)	\$650,000
Construction Contingency (10 percent)	65,000
Bureau of Architecture	
Design Fees	\$4,500
Project Administration	39,000
Inspection	<u>39,000</u>
Subtotal Bureau of Architecture	82,500
Bureau of Building Inspection	
Plan Check Fees	<u>2,500</u>
Total Estimated Project Budget	\$800,000

The DPW anticipates the construction to begin early in November, 1990, and to be completed in May, 1991.

2. Mr. Abel reports that, if the requested funds of \$800,000 are released, the remaining \$2,770,587 on reserve for the Branch Libraries would be used for capital improvements to five other Branch Libraries including the Presidio, Chinatown, Sunset, Mission and Richmond Branch Libraries. Mr. Abel indicates that the Library is pursuing State grant funding for the Chinatown project, which is expected to be a larger project than the others. Mr. Abel anticipates that the construction for all of these projects will be completed by the end of 1993.

**Recommendation:** Release the reserved funds in the amount of \$800,000.

Item 2 - File 127-90-4

**Note:** This item was continued by the Finance Committee at its meeting of June 20, 1990.

The proposed ordinance would amend Part III, Article 12C, Section 1102 of the San Francisco Municipal Code to increase the real property transfer tax rate from \$2.50 to \$5.50 for each \$500 of consideration of value and delete the exemption for assumed indebtedness from the real property transfer tax.

Part III, Article 12C, Section 1102 of the City's Municipal Code currently states that for each deed for which any land or other property sold within the City and County of San Francisco is transferred or otherwise conveyed to any other person or persons, when the value of the interest or property conveyed exceeds \$100, a tax at the rate of \$2.50 for each \$500 or fraction thereof shall be imposed. This tax is referred to as the real property transfer tax. The existing real property transfer tax provisions also exclude the value of any lien or encumbrance remaining at the time of the sale from the \$2.50 for each \$500 of value.

The proposed ordinance would increase the current real property transfer tax rate from \$2.50 to \$5.50 per \$500 of property value. The proposed increase of \$3.00 per \$500 of property value represents a 120 percent increase in the City's real property transfer tax rate. In addition, the proposed ordinance would delete the City's existing provision which excludes the value of any lien or encumbrance remaining at the time of the sale from the real property transfer tax if the buyer purchases the property and assumes the seller's existing financing.

**Analysis**

1. The exclusion of the value of any lien or encumbrance remaining at the time of the sale, which is the case under the existing ordinance, means that if a buyer purchases property and assumes the seller's existing financing, then the amount assumed is not subject to the City's real property transfer tax. For example, as shown in the chart below, if a buyer purchases a \$300,000 home, and has an equity of \$60,000, and assumes the seller's existing financing of \$240,000, then the amount of real property transfer tax owed to the City based on the existing rate of \$2.50 per \$500 of value would be \$300 ( $\$2.50 \text{ per } \$500 \times \$60,000$ ). Under the proposed new ordinance, using the same \$300,000 home example, whereby the existing lien (mortgage) or encumbrance is assumed, the house would be taxed under the proposed new rate of \$5.50 per \$500 of value and the amount of real property transfer tax owed to the City would be \$3,300 ( $\$5.50 \text{ per } \$500 \times \$300,000$ ). Using this example, the real property transfer tax would increase from \$300 to \$3,300, an increase of \$3,000, or a 1,000 percent increase.

	<u>Existing</u>	<u>Proposed</u>
Purchase Price	\$300,000	\$300,000
20 % Equity	60,000	60,000
Assumption of Financing	240,000	240,000
Property Value for Transfer Tax	\$60,000	\$300,000
Transfer Tax Rate Per \$500	2.50	5.50
Property Transfer Tax Owed	300	3,300

2. If a buyer does not assume the seller's existing financing and secures new financing to purchase property, then under both the existing and the proposed legislation, the full sales price value of the property is used to determine the City's real property transfer tax. For example, as shown below, if a buyer purchases a \$300,000 home, places a 20 percent downpayment, or \$60,000, and seeks a new loan from a bank for the \$240,000 balance, then the amount of real property transfer tax owed to the City based on the existing rate of \$2.50 per \$500 of value would be \$1,500 (\$2.50 per \$500 x \$300,000). Under the proposed ordinance, the real property transfer tax owed to the City would be \$3,300 (\$5.50 per \$500 x \$300,000), an increase of \$1,800, or a 120 percent increase.

	<u>Existing</u>	<u>Proposed</u>
Purchase Price	\$300,000	\$300,000
20 % Downpayment	60,000	60,000
New Financing	240,000	240,000
Property Value for Transfer Tax	\$300,000	\$300,000
Transfer Tax Rate Per \$500	2.50	5.50
Property Transfer Tax Owed	1,500	3,300

3. According to Mr. Bruce Jamison of the Recorder's Office, a study in 1988, based on a random selection of 1,000 taxable conveyances processed through the Recorder's Office found that in approximately 30 percent of the property values conveyed through the Recorder's Office, the buyer assumed the seller's existing financing. However, the amount of financing assumed will vary depending on current interest rates, the interest rates of the assumable mortgages, the ability of the seller to offer such financing, the desire of the buyer to assume the mortgage, etc.

4. In the 1990-91 Annual Appropriation Ordinance (Interim Budget), based on the provisions in the existing ordinance, the current real property transfer tax is estimated to generate approximately \$21 million annually of revenue for the City. As shown below, given that the transfer tax rate is proposed to increase from \$2.50 to \$5.50 per \$500 of value, a 120 percent increase, it is projected that the existing \$21 million of annual transfer tax revenues would also increase approximately 120 percent or an increase of \$25.2 million on an annualized basis, for a total of approximately \$46.2 million on an annualized basis in 1990-91. In



addition, based on a more conservative estimate (than the 30 percent found in the 1988 study of the Recorder's Office), that approximately 20 percent of the property values are assumed indebtedness, the elimination of this exemption would increase the transfer tax by 25 percent (increase from 80 percent collections to 100 percent collections). Therefore, the elimination of the exemption would increase tax revenues by an additional \$11.55 million on an annualized basis (25 percent x \$46.2 million). Together, these two provisions in the proposed ordinance are projected to increase City transfer tax revenues by \$36.75 million on an annualized basis (\$25.2 million + \$11.55 million) from \$21 million to approximately \$57.75 million per year, an increase of 175 percent, as follows:

Current Revenues	\$21.00 million
Percent Increase in Rate	x 120 %
Projected Increased Revenues from Rate Increase	<u>\$25.20 million</u>
Subtotal Revenues from Rate Increase	<u>\$46.20 million</u>
Projected Percent Increase from Elimination of Exemption	x 25 %
Projected Add. Revenues from Elimination of Exemption	<u>\$11.55 million</u>
Total Annual Revenues Projected	<u>\$57.75 million</u>

The above revenue estimates represent a complete fiscal year between July 1, 1990 and June 30, 1991. Since it is no longer possible to implement the proposed legislation by July 1, it should be noted that there would be a corresponding reduction in the amount of revenues generated, based upon when the increase is implemented. For example, if the proposed legislation is approved to take effect as of October 1, 1990, it is reasonable to assume that the above estimated additional revenue of \$36.75 million (\$57.75 million total revenues less \$21.0 million current revenues) would be reduced by approximately 25 percent, or \$9.19 million, for a total estimated additional annual revenues of approximately \$27.56 million. Together, the current estimated revenues of \$21 million and the proposed additional revenues of \$27.56 million would generate a total of approximately \$48.56 million in fiscal year 1990-91, assuming an October 1, 1990 effective date.

5. Based on inquiries from the Finance Committee, we determined that if the current exemption for assumed indebtedness were deleted from the Municipal Code, but no increase in the real property transfer tax rate was approved, it is estimated to increase the real property transfer tax revenues by approximately \$5.25 million on an annualized basis. However, as discussed above, since it is no longer possible to implement the proposed legislation by July 1, the actual revenues to be generated would be less, depending upon when the legislation was approved. Assuming an October 1, 1990 implementation date, elimination of the current exemption for assumed indebtedness would generate approximately \$3.9 million between October 1, 1990 and June 30, 1991. Based on a recent Mayor's Office of Housing analyses of all transfers recorded in the Records Office between April and June, 1990, elimination of the exemption granted for assumed indebtedness would have not have a significant effect on most smaller residential sales because, of the exemptions surveyed, only an estimated six percent were for single family, duplex and triplex residential resales while the remaining 94 percent were for large apartment and commercial sales.

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Comments

1. Mr. Jamison reports that the general practice in San Francisco is for the seller to pay the real property transfer tax. However, there is no legal requirement that the seller must pay the tax and the payment of the transfer tax can be negotiated between the seller and buyer during the purchase of the property. According to Mr. Jamison, both the buyer and the seller are legally liable for payment of the property transfer tax.

2. Based on discussions with Mr. Jamison, if the proposed ordinance is approved, consideration should be given to delaying the effective date of the legislation for 60 to 90 days to provide adequate notice to all real estate companies and title companies of the changes in the City's transfer tax rate. Providing such time will enable properties that have not entered escrow to include sufficient funds to pay the new taxes.

3. Mr. Jamison also reports that if the proposed legislation is approved, the Recorder's Office may need additional monitoring staff to insure compliance with the new ordinance. According to Mr. Jamison, the Recorder's Office currently monitors at least five percent of all transactions. In most cases, there is voluntary compliance. However, Mr. Jamison states that given the significant increase in the proposed rates, the voluntary compliance rate may decrease. Mr. Jamison estimates one additional 4308 Senior Collections Officer position would be needed at an annual 1990-91 salary and fringe benefit cost of approximately \$49,000.

4. A survey conducted by the Recorder's Office of property transfer taxes charged in neighboring San Francisco Bay Area communities found that all counties in California charge a rate of \$1.10 per \$1,000 of property value (\$0.55 per \$500) and have a provision for the exemption of liens and encumbrances, or assumed indebtedness. Within each county, chartered cities may charge an additional property transfer tax. All of the Bay Area cities that charge additional transfer taxes do not have an exemption for liens and encumbrances and therefore these cities base their additional city transfer tax on the full value of the property.



The following chart identifies the five Bay Area counties' transfer tax rates and lists the cities located within each of these five counties that charge transfer taxes.

<u>County/City</u>	<u>County Transfer Tax per \$500 of Value</u>	<u>City Transfer Tax per \$500 of Value</u>	<u>Total Transfer Tax per \$500 of Value</u>
<u>Alameda County</u>			
City of Alameda	\$0.55	\$2.20	\$2.75
City of Albany	0.55	2.20	2.75
City of Berkeley	0.55	5.00	5.55
City of Oakland	0.55	4.75	5.30
City of Piedmont	0.55	2.20	2.75
<u>Contra Costa County</u>			
	0.55	0	0.55
No cities in Contra Costa County charge an additional transfer tax.			
<u>Marin County</u>			
San Rafael	0.55	.20	0.75
<u>San Mateo County</u>			
City of San Mateo	0.55	2.50	3.05
<u>Santa Clara County</u>			
City of San Jose	0.55	1.65	2.20
City of Mountain View	0.55	1.65	2.20

Based on the above data, if the proposed property transfer tax is increased in San Francisco to \$5.50 per \$500 of property value, other than the City of Berkeley, San Francisco will have the highest property transfer taxes in the Bay Area. However, as reported by Mr. Jamison, the City of Berkeley has a provision in their property transfer tax that excludes all personal residences if occupied for more than five years from paying any property transfer tax, when the property is sold. As reflected by the chart above, most cities do not charge an additional property transfer tax.

5. State Proposition 136, which is on the November, 1990 ballot, would prohibit the City from increasing the transfer tax rates. Specifically, State Proposition 136 provides that in keeping with the spirit of Proposition 13, except as provided in Article XIII A, Sections 1 and 2 of the California Constitution, no new ad valorem taxes on real property or sales or transaction taxes (i.e., real property transfer taxes) may be imposed. If the proposed Proposition 136 is approved by the voters, no additional transfer taxes could be imposed after the November, 1990 election.

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6. Discussions with the City Attorney's Office and the Controller's Office indicate that increases in the City of Oakland's property transfer tax have resulted in a lawsuit concerning the legality of such increases given the provisions established in the State's Proposition 13. Mr. Buck Delventhal of the City Attorney's Office reports that the Superior Court has recently upheld the City of Oakland's increases in their transfer tax, although this decision may be appealed. Mr. Sam Yockey of the Controller's Office reports that based on discussions with the City Attorney's Office, there would be a need to sequester any increased revenues resulting from an increase in property transfer taxes, if the proposed ordinance is approved, pending the outcome of adjudication. Therefore, it is not likely that any additional transfer tax revenues resulting from the proposed ordinance would be available for use in fiscal year 1990-91. As of the writing of this report, it is not clear whether the Controller would sequester funds if only the exemption for assumed indebtedness were eliminated. Mr. Delventhal reports that the City Attorney's Office would likely view the elimination of the assumed indebtedness similarly to the proposed increase in the transfer tax rate.

### Recommendation

Approval of the proposed ordinance to increase the City's real property transfer tax from \$2.50 to \$5.50 and to delete the exemption for assumed indebtedness from the real property transfer tax is a policy matter for the Board of Supervisors. As previously noted, this would result in an estimated tax increase of 175 percent, generating additional tax revenues of \$36.75 million on an annualized basis.

If the proposed ordinance is approved, consideration should be given to delaying the effective date to provide adequate notice to affected real estate companies and title companies.

Item 3 - File 198-90-2

**Note:** This item was continued from the Finance Committee's meeting of August 22, 1990.

**Department:** Law Library

**Item:** Resolution approving the increase of court filing and appearance fees of \$6 from \$12 to \$18 provided for in the State Business and Professions Code, Sections 6321 and 6322 for operation of the Law Library.

**Description:** The Law Library's operation is funded through a combination of General Fund Appropriations, court filing and appearance fees, and other income from donations and investments. The City Charter mandates that the City provide "suitable and sufficient quarters" for the Law Library. The City currently provides space for the Law Library in City Hall and funding for three positions, one Head Librarian, one Assistant Director, and one Bookbinder. For FY 1990-91, the Law Library's General Fund budget appropriation is \$203,502.

Provisions of the State Business and Professions Code provide funding for the remainder of the County Law Library's operations through the collection of court filing and appearance fees by the clerks of the Municipal and Superior Courts. The Law Library uses these fee revenues to offset the additional costs of operating and staffing the Law Library, and purchasing legal materials. With these revenues, the Law Library operates a downtown branch library, and funds 7.5 staff positions (in addition to the three General Fund positions), the Law Library's book budget, and other operational costs.

Filing fees are set by State law and cannot be changed without passage of legislation by the State Legislature and signed by the Governor. The present fee of \$12 has been in effect since 1982.

Because filing and appearance fees have not changed since 1982 and because the costs of operating the county law libraries throughout the State have continually increased due to cost-of-living increases, the San Francisco County Law Library has experienced operating shortfalls due to increased costs and insufficient operating income. Information provided by the Law Library indicates that the cost of Law Library materials has increased by approximately ten percent per year since 1980. For FY 1989-90, the San Francisco County Law Library reports that its operating costs of \$761,602 will exceed its operating income of \$715,887 for an estimated shortfall of \$45,715 (See Attachment).

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The Law Library has been funding the operating shortfall with its operating reserves, which are estimated at \$375,000. The Law Library accumulated its operating reserves during years when court filing and appearance fee income exceeded its operating costs. These reserves generated approximately \$34,075 in interest income during fiscal year 1989-90.

The California Legislature recently approved emergency legislation to allow a maximum increase of \$8 in court filing and appearance fees for county law libraries, which could result in a fee increase from \$12 to \$20. However, court filing and appearance fees may not be increased over \$20 until after January 1, 1995 in accordance with the recently enacted legislation. The recent legislation provides that county law libraries may increase the filing fees with the approval of the county Board of Supervisors, and for 1990, any fee increases approved by the county Board of Supervisors would become effective immediately upon passage of the resolution.

The Law Library proposes to increase the filing and appearance fee by \$6 from \$12 to \$18, an increase of 50 percent.

Existing law also provides that approved fee increases other than in 1990 or under normal circumstances would become effective following the year in which the fee increase was authorized by the Board of Supervisors.

**Comments:**

1. Mr. John Hauff of the Law Library reports that, pursuant to State law, the Law Library can generally request a fee increase every odd numbered year, with the fee increase, if approved by the Board of Supervisors, taking effect on January 1 of the following calendar year. The recently enacted emergency legislation specifies that county law libraries may seek fee increases immediately, upon approval of the county Board of Supervisors. However, Mr Hauff states that the county law libraries cannot seek another fee increase until 1993. Since this proposed resolution is a request to increase fees beginning immediately, the Law Library could not request its next fee increase until 1993, with the increase taking effect on January 1, 1994. Therefore, the proposed fee increase, which is the subject of this resolution, must provide sufficient annual income to allow the Law Library to at least operate through calendar year 1993. However, Mr. Hauff states that the Law Library prefers to have the court filing and appearance fees increased such that the Law Library will be able to operate through 1995, and would not expect another request for fee increase until 1995.

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2. A review of the Law Library's operating expenditures and operating income for the previous three fiscal years indicates that the Law Library operated with a shortfall during FY 1987-88 and a surplus during FY 1988-89 (Refer to Attachment for summary of revenues and expenses). The Law Library reports that the surplus occurred in FY 1988-89 because it reduced operating costs through reductions in service to meet an anticipated shortfall, and because the Law Library received an unexpected donation of \$50,000. For 1989-90, the Law Library experienced higher than expected operating costs, mainly due to earthquake damage repairs, for which the Law Library received reimbursement.

3. Mr. Hauff further advises that the Law Library was forced to reduce services in order to prevent operating shortfalls from occurring for fiscal years 1988-89 and 1989-90. Reductions included keeping two of the 7.5 non-General Fund staff positions vacant, and cancelling various subscriptions to legal publications. The proposed fee increases would allow the Law Library to reinstate those services that it eliminated during the past two years.

4. According to Mr. Hauff, other counties have passed similar resolutions to increase fees, with most of the counties having raised the fees to the maximum of \$20. The San Francisco Law Library proposes to increase fees by \$6 from \$12 to \$18. Mr. Hauff points out that the San Francisco Law Library incurs lower operating costs due to lower staffing levels, minimal space rental costs for the downtown branch, and fewer branch libraries (only one in San Francisco County). Thus, the San Francisco Law Library would be able to operate with a lower fee increase (\$6) than the maximum allowable fee increase (\$8).

5. Based upon information provided by the Law Library to the Budget Analyst, revenue and expenditure estimates show that if approved by the Board of Supervisors, a \$6 increase in the filing fees for the Law Library would generate an estimated \$1,714,167 over the next six years, which would be significantly more than sufficient revenues to fund Law Library operations. If the \$6 fee increase is approved as requested, taking into account estimated costs for current service levels, the additional costs for services that the Law Library had reduced, and not including the Law Library's existing operating reserve of \$375,000, the Law Library would accumulate an additional operating surplus of approximately \$389,000 over the next six years resulting in a total estimated operating reserve of \$764,000, including the existing reserves of \$375,000. Since the court filing and appearance fees are intended to only cover the cost of Law Library operations, as shown below, a smaller increase of \$5 in the filing fees would be sufficient to fund the Law Library's operations and

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would result in an accumulated \$64,766 operating reserve over the next six years in addition to the existing reserves of \$375,000:

**Estimated Non-General Fund Revenues & Expenses  
With \$5 Fee Increase**

	<u>1990-91</u> <u>Estimated</u>	<u>1991-92</u> <u>Estimated</u>	<u>1992-93</u> <u>Estimated</u>	<u>1993-94</u> <u>Estimated</u>	<u>1994-95</u> <u>Estimated</u>	<u>1995-96</u> <u>Estimated</u>
Operating Expenses*:						
Salaries	\$257,000	\$272,420	\$288,765	\$306,091	\$324,457	\$343,924
Fringe Benefits	67,664	71,724	76,027	80,589	85,424	90,550
Operations & Maint.	<u>505,724</u>	<u>485,860</u>	<u>510,153</u>	<u>535,661</u>	<u>562,444</u>	<u>590,566</u>
Total Expenses	\$830,388	\$830,004	\$874,945	\$922,341	\$972,325	\$1,025,040
Operating Revenue:						
Existing Fee Revenue	605,000	605,000	605,000	605,000	605,000	605,000
Interest from Reserves	34,000	31,875	33,122	41,363	45,890	47,089
Miscellaneous	38,000	38,000	38,000	38,000	38,000	38,000
Revenues from \$5 Fee Increase	<u>168,056</u>	<u>252,083</u>	<u>252,083</u>	<u>252,083</u>	<u>252,083</u>	<u>252,083</u>
Total Revenues	\$845,056	\$926,958	\$928,205	\$936,446	\$940,973	\$942,172
Operating Surplus (Shortfall)	\$14,668	\$96,954	\$53,259	\$14,105	\$(31,352)	\$(82,868)
Accumulated Surplus for period 1990-91 to 1995-96			\$64,766			

\* Projected expenses include service reductions added back in, and annual cost of living adjustments of 5 percent.

A \$5 increase in the court filing and appearance fees would generate an estimated \$1,428,471 of additional revenues over the next six years. Taking into account all estimated costs including service reductions added back in, and not including the \$375,000 existing operating reserve, the Law Library would accumulate an estimated operating surplus of \$64,766 over six years. When added to the existing reserves of \$375,000, this would result in a total estimated operating reserve of \$439,766, an estimated 43 percent of the projected 1995-96 operating expenses.

6. Mr. Fong of the Controller's Office has stated that the City does not administer the court filing and appearance fees allocated to the Law Library by the Municipal and Superior Courts. The clerks of the Municipal and Superior Courts turn over these fee revenues directly to the Board of Trustees of the Law Library, who in turn, administer the use of the funds. Therefore, the Law Library's operating reserves are not subject to appropriation by the Board of Supervisors.

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7. Mr. Hauff advises that the Board of Trustees, which oversees the operation of the Law Library, believes that it is prudent to maintain an operating reserve to cover fluctuations in the level of fee revenues received from year-to-year and to pay for any unexpected expenses. The Budget Analyst agrees in the prudence of maintaining an operating reserve. However, the Law Library's operating reserve of \$375,000 represents an estimated 45 percent of its 1990-91 projected non-General Fund operating budget. For comparison purposes, the City's projected 1990-91 General Reserve and Emergency Reserve represents slightly over one percent of the 1990-91 General Fund budget. The Budget Analyst would prefer a higher reserve amount for the overall City budget, but questions the need for a 45 percent reserve as currently maintained by the Law Library.

8. The Law Library could use some of its cash operating reserves to supplement its existing operational revenues. If that policy were implemented, then a lower fee increase could be imposed. The decision to increase fees by \$6 from \$12 to \$18, when the Law Library has an operating reserve of \$375,000, is a policy matter for the Board of Supervisors. However, such a policy would increase the Law Library's estimated reserves to 75 percent of the projected fiscal year 1995-96 non-General Fund expenses (total estimated reserve of \$764,000).

9. If a fee increase is not approved at this time by the Board of Supervisors, the Law Library could allocate some of its operating reserves of \$375,000 to make up the anticipated shortfalls (approximately \$150,000) in revenues for 1990-91. Mr. Hauff reports that of the \$375,000 in reserves, \$117,000 is tied up in long-term investments, which the Law Library cannot easily liquidate. Therefore, the Law Library has liquid or cash operating reserves of approximately \$258,000 (\$375,000 less \$117,000). Assuming the Law Library continues to receive the current level of revenues from filing fees, and investment and miscellaneous income, the Law Library would be able to operate for more than a year without any fee increases before its cash operating reserves are depleted.

10. A decision to reduce reserves would result in a decrease in interest income, which the Law Library would normally use to help fund its operations. In 1989-90, the Law Library earned \$34,075 from investment of the operating reserve, an 8.5 percent return on investment.

11. While the Board of Supervisors cannot determine the policy for spending the Law Library's operating reserves, it does have the authority for determining the level of court filing and appearance fees the Law Library is authorized to collect. If the Board of Supervisors believes that the Law Library should reduce its cash

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

operating reserves, the following potential alternatives would provide for an increase in fees for the Law Library while reducing its cash operating reserves:

- Amend the resolution to increase court filing fees by \$4 from \$12 to \$16, instead of \$6 from \$12 to \$18, to cover the six year period 1990-91 through 1995-96. This alternative would provide for fee revenues to increase by 33 percent, and would eliminate the liquid cash operating reserves entirely (\$117,000 in long-term bonds would still be maintained in the reserves).
- Amend the resolution to increase court filing fees by \$5 from \$12 to \$17 and provide that the proposed fee increase would not take effect until October 1, 1991. This would result in a reduction of the liquid cash operating reserves to an estimated \$14,000 (\$117,000 in long-term bonds would still be maintained in the reserves).

**Recommendations:** 1. Approval of this resolution, which would allow an increase in the court filing fees, when the Law Library maintains an existing operating reserve of \$375,000, is a policy matter for the Board of Supervisors.

2. If the Board of Supervisors believes that the Law Library should reduce its cash operating reserves, amend the proposed resolution to increase the court filing fees by \$4 to take effect immediately, or alternatively, by \$5 to take effect October 1, 1991, as discussed above.

3. If the Board of Supervisors should decide to allow the Law Library to maintain its existing operating reserve of \$375,000, amend the proposed resolution by approving a \$5 increase in fees rather than the requested \$6 increase in fees. This would result in court filing and appearance fees of \$17 (\$12 existing plus \$5 recommended) rather than \$18 (\$12 existing plus \$6 requested). The lower \$5 fee increase would provide sufficient monies to finance the non-General Fund operations of the Law Library through 1995 and allow the Law Library to increase its operating reserve from the current \$375,000 level to approximately \$439,766.

**San Francisco County Law Library**

	1987-88 actual	1988-89 actual	1989-90 estimated
<b>Expenses:</b>			
Salaries	\$229,158	\$208,315	\$230,427
Mandatory Fringe Benefits	\$48,667	\$32,608	\$54,769
Operations & Maintenance	\$449,880	\$400,022	\$476,406
Total	\$727,705	\$640,945	\$761,602
<b>Income:</b>			
Fees	\$610,132	\$633,174	\$604,846
Interest	\$29,110	\$30,420	\$34,075
Miscellaneous	\$19,115	\$84,459	\$76,966
Total	\$658,357	\$748,053	\$715,887
Net operating surplus (shortfall)	(\$69,348)	\$107,108	(\$45,715)



Item 4 -File 51-90-2

**Note:** This item was continued from the August 22, 1990 Finance Committee Meeting.

The proposed item would transmit the claims of employees of various City departments for the cost of their personal property which has been damaged and/or stolen in the line of duty and without the fault of the employees involved. Please refer to the attached Controller's report regarding the specific claims and recommended reimbursements to the eleven employees at a total cost of \$2,688.79.

**Recommendation**

Prepare in and report out of Committee a resolution to authorize the payment of various claims totalling \$2,688.79.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

File No. 51-90-2

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEE

July 25, 1990		Amount	Amount
<u>Department/ Claimant</u>	<u>Item</u>	<u>Claimed</u>	<u>Recommended</u>
<u>MUNICIPAL RAILWAY</u>			
Gary Tisell	Damaged automobile tire	\$ 42.47	\$ 38.00
Samuel L. Garcia, Jr.	Broken eyeglasses	87.00	87.00
Kenneth Sapp	damaged tool box	229.00	229.00
<u>JUVENILE PROBATION</u>			
Darryl Duke	Torn clothing	80.00	80.00
<u>PUBLIC HEALTH</u>			
Elinor M. Peck	Torn blouse	85.76	85.76
Yakov Fuks	Broken eyeglasses	181.00	68.00
Nanette Madden	Stolen eyeglasses & briefcase	290.00	114.00
George Woods	Stolen stehoscope	125.00	-0-
<u>PUBLIC WORKS</u>			
Juan Carlos Cisneros	Stolen money from wallet	1,100.00	-0-
Herminio Torres	Stolen briefcase & contents	172.00	172.00
<u>RECREATION &amp; PARK</u>			
Kathleen Teresa Harold	Broken automobile window	128.41	-0-
Bart Ribotta	Damage automobile (insurance deductible cost)	50.00	-0-
Chris Boettcher	Stolen camera & accessories	500.00	250.00
Ronnie Chism	Vandalized automobile	1,502.75	-0-
<u>ASSESSOR</u>			
Carlos E. Castillo	Stolen Cross pen	21.50	-0-
<u>DEPARTMENT OF ELECTRICITY</u>			
Gerald J. Snyder	Stolen tools	1,525.03	1,525.03
<u>CHIEF ADMINISTRATIVE OFFICER</u>			
John T. Noguchi	Damage suit pants	40.00	40
	TOTAL	\$6,159.90	\$2,688.79

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Item 5 - File 101-90-7

1. The proposed ordinance would amend the previously approved 1990-91 Annual Appropriation Ordinance to make various revenue and expenditure adjustments to the 1990-91 City budget as follows:

- Adjust estimated revenues, reserves and surplus to the most current information available;
- Appropriate additional funds in the amount of \$53,091 to the Art Commission for the Municipal Symphony Orchestra (one-eighth cent per \$100 of assessed valuation) as required by Charter Sections 6.400 (a)(2) and 6.414;
- Reduce the transfer of revenues for the District Attorney's Family Support Bureau (DAFSB) from the Welfare and Assistance Fund to the General Fund by \$51,938 as the result of changes in the Federal formula which provides these revenues.

2. The proposed budget changes would result in the following adjustments to the General Fund General Reserve:

General Fund General Reserve

Balance Approved in Annual Appropriation Ordinance	\$8,500,000
Add: Adjust General Reserve from close-outs previously not identified	665,521
Adjust General Reserve by Closing out Reserve For Tax Rate COLA	1,800,000
Less: Increased Appropriations and Reduced Revenues:	
Art Commission - Municipal Symphony Concerts	(53,091)
DAFSB Welfare and Assistance Programs	<u>(51,938)</u>
General Fund General Reserve Balance	\$10,860,492

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. In addition to the General Fund General Reserve balance of \$10,860,492, the City has the following major General Fund Reserves totalling \$38,309,499:

Major General Fund Reserves

Emergency Reserve Fund	\$4,862,322
Potential Audit Adjustment Reserve	4,500,000
Salary Standardization Reserve	3,742,526
Collective Bargaining Fringe	400,000
Catastrophic Leave Transfer	500,000
Restore Sharon Arts Program	200,000
Swimming Pool Hours Restoration	256,000
Reserve for Public Facilities	7,043,330
AIDS/HIV Health Care Reserve	2,350,000
Neighborhood Health Clinics Reserve	368,179
Juvenile Justice Program Reserve	100,000
Reserve for Litigation	12,900,000
Day Laborers Program Reserve	70,000
Income Disregard Program Reserve	200,000
Disabled Elderly Reserve	50,000
Children & Foster Care Reserve	400,000
Child Sexual Abuse/Assault Reserve	125,000
Chronic Fatigue Dysfunction Reserve	20,000
Jail Overcrowding Planning Reserve	55,000
Reserve for Capital Improvement	<u>167,142</u>
Subtotal	\$38,309,499
General Fund General Reserve as shown above	<u>10,860,492</u>
Total Major General Fund Reserves which still remain after the 1990-91 Budget is balanced	\$49,169,991

4. The details of the proposed General Fund revenue changes are as follows:

<u>Title</u>	<u>Original Estimate</u>	<u>Current Estimate</u>	<u>Increase (Decrease)</u>
<u>Other Revenues</u>	\$0	\$0	\$0
<u>Revenues Transferred</u>			
From District Attorney's Family Service Bureau	<u>6,701,086</u>	<u>6,649,148</u>	<u>(51,938)</u>
Subtotal	\$6,701,086	\$6,649,148	(\$51,938)
<u>Adjustments</u>			
From closeouts previously not anticipated	<u>50,734,479</u>	<u>51,400,000</u>	<u>665,521</u>
Total	\$57,435,565	\$58,049,148	\$613,583

5. Proposed revenue adjustments to various Special Funds are as follows:

<u>Title</u>	<u>Original Estimate</u>	<u>Current Estimate</u>	<u>Increase (Decrease)</u>
Airport Operating Fund - Various Revenues	\$175,671,924	\$167,383,753	(\$8,288,171)

The attachment to this report presents the Controller's analysis of the Special Fund unappropriated revenues needing adjustments to reflect their current balances. Those Special Fund balances of unappropriated revenues amount to \$88,967,940. Most of those revenues are restricted for specific purposes such as Airport and Port funds.

Recommendation

Approve the proposed ordinance.

ADDITION TO SURPLUS  
ANALYSIS  
FISCAL YEAR 1990-91

	Year End Surplus		Revenue		Expenditure		Net		Addition to Surplus	
	Current Estimate (1)	Original Estimate (2)	Increase (Decrease) (3)	Increase (Decrease) (4)	Increase (Decrease) (5)		Adjustment (6)*	Ordinance (7)	Available (8)	
02-003 Senior Citizens's Program	\$ 820,000	\$ 1,600,000	\$ < 780,000 >	\$	\$	\$ < 780,000 >			\$ (780,000)	
02-006 Cable TV Access Development and Program Fund	90,000	0	90,000			90,000			90,000	
02-012 Rent Arbitration Fund	190,000	1,000	189,000			189,000			189,000	
02-071 Off Street Parking Fund	4,700,000	0	4,700,000			4,700,000		1,691,304	6,390,000	
02-091 Special Gas Tax Fund	215,000	400,000	< 185,000 >			< 185,000 >			(185,000)	
02-292 Road Fund	2,360,000	1,390,000	970,000			970,000			970,000	
02-093 Building Inspection Fund	1,190,000	1,290,000	(100,000)			< 100,000 >			(100,000)	
02-221 Open Space and Park Acquisition Fund	2,450,000	0	2,450,000			2,450,000		28,000	2,478,000	
02-222 Candlestick Park Fund	2,615,000	330,000	2,285,000			2,285,000			2,285,000	
02-224 Marina Yacht Harbor Fund	240,000	88,000	152,000			152,000			152,000	
02-229 Special Rec. & Park Revenue Fund	700,000	10,000	690,000			690,000			690,000	
02-301 Yerba Buena Center Fund	3,620,000	0	3,620,000			0		4,619,331	999,331	
02-302 Convention Facilities Fund	(15,000)	590,000	(605,000)			(605,000)			(605,000)	

Attachment  
Page 1 of 2

ADDITION TO SURPLUS  
ANALYSIS  
FISCAL YEAR 1990-91

	Year End Surplus			Revenue	Expenditure	Net Adjustment (6)*	Addition to Surplus	
	Current Estimate (1)	Original Estimate (2)	Increase (Decrease) (3)	Increase (Decrease) (4)	Increase (Decrease) (5)		Estimate Ordinance (7)	Available (8)
02-303 War Memorial Fund	720,000	720,000	0			0		
02-403 Admissions Fund	55,000	0	55,000			55,000	776,305	831,305
02-412 Street Artists' Fund	33,000	0	33,000			33,000		33,000
02-485 Domestic Violence Program	6,000	0	6,000			6,000		6,000
30-001 Airport Operating Fund	58,410,000	10,700,000	47,710,000	< 6,710,000 >	(a)	41,000,000		41,000,000
32-001 Water Department Operating Fund	83,000	0	83,000			83,000		83,000
34-001 Harbor Operating Fund	19,000,000	100,000	18,900,000			18,900,000		18,900,000
35-001 Clean Water Operating Fund	11,100,000	2,800,000	8,300,000			8,300,000		8,300,000
Total	\$110,274,000	\$ 22,419,000	\$87,855,000	\$(6,710,000)	\$	\$81,853,000	\$7,114,940	\$88,967,940

\*Sum of Columns 3 and 4 less Column 5

(a) Net Decrease in Estimated Airport Revenues





Items 6, 7 and 8 - Files 74-90-1, 74-90-2 and 74-90-3

1. The proposed ordinances would establish the 1990-91 property tax rates (per \$100 of assessed valuation). The rate proposed for the City's general tax rate of \$1.00 per \$100 of assessed valuation is the maximum allowable rate. The total tax rate of \$1.09, as proposed by the Controller, which includes bond interest and redemption charges, is the same as the current tax rate of \$1.09, as shown below.

	Actual 1989-90 Rate	Proposed 1990-91 Rate	Increase (Decrease)
<u>General Tax Rates</u>			
City and County of San Francisco:			
General Fund	\$0.87418319	\$0.87418319	-
Open Space Acquisition Fund	.02500000	.02500000	-
County Superintendent of Schools	.00097335	.00097335	-
S.F. Unified School District	.07698857	.07698857	-
S.F. Community College District	.01444422	.01444422	-
Bay Area Air Quality Management District	.00208539	.00208539	-
Bay Area Rapid Transit District	<u>.00632528</u>	<u>.00632528</u>	-
Subtotal, General Tax Rates	<u>\$1.00000000</u>	<u>\$1.00000000</u>	-
<u>Rates for Bonded Indebtedness</u>			
City and County of San Francisco	\$0.05343897	\$0.06063587	\$0.00719690
S.F. Unified School District	.00466103	0.00436413	(.00029690)
Bay Area Rapid Transit District	<u>.03190000</u>	<u>0.02500000</u>	<u>(.00690000)</u>
Subtotal, for Bonded Indebtedness	<u>\$0.09000000</u>	<u>\$0.09000000</u>	-
Total Combined Tax Rate	<u>\$1.09</u>	<u>\$1.09</u>	-

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 29, 1990

2. As compared with the current 1989-90 \$1.09 tax rate, the 1990-91 proposed \$1.09 tax rate will have the following effect on a tax bill for a \$275,000 single family residence:

1989-90

Assessed Value (1988-89)	\$269,608
Add Annual 2% Increase	<u>5,392</u>
Subtotal	\$275,000

Less Homeowners Exemption	<u>7,000</u>
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Total	\$268,000	÷ \$100 x \$1.09 =	\$2,921.20
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1990-91

Assessed Value (1989-90)	\$275,000
Add Annual 2% Increase	<u>5,500</u>
Subtotal	\$280,500

Less Homeowners Exemption	<u>7,000</u>
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Total	\$273,500	÷ \$100 x \$1.09 =	<u>\$2,981.15</u>
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Net Increase in Taxes			\$59.95
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Recommendation

Approve the proposed ordinances.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 9 - File 101-90-6

**Department:** Airports Commission

**Item:** Supplemental Appropriation Ordinance

**Amount:** \$166,088

**Source of Funds:** 1990 San Francisco International Airport Revenue Bonds, Series E

**Description:** On February 26, 1990, the Board of Supervisors approved Resolution No. 154-90 (File 27-90-4) authorizing the issuance of \$92,900,000 for San Francisco International Airport Revenue Bonds, Series E to provide funds for infrastructure repair and refurbishment projects in the Airport's Five-Year Capital Projects Plan.

On April 30, 1990, the Board of Supervisors finally passed Ordinance No. 154-90 (File 101-89-114) which authorized the Airport to spend \$91,736,500 of the \$92,900,000 bond funds for construction, debt service reserve and professional services and other issuance cost. The balance of \$1,163,500 (\$92,900,000 less \$91,736,500) has been allocated for an underwriter's fee and the estimated market-required original issue discount for the subject revenue bonds.

The proposed legislation would appropriate \$166,088 which is the difference between \$91,736,500, the estimated amount of the proceeds of the Series E bond sale, and \$91,902,588, the actual proceeds available at the close of the Bond sale on April 3, 1990. The \$166,088 would amend the estimated use of bond proceeds as follows:

<u>Description</u>	<u>Estimated</u>	<u>Final Per Sale</u>	<u>Inc/(Dec) Adjustment</u>
Airfield Area	\$46,836,500	\$46,852,720	\$16,220
Airport Support Area	18,400,000	18,400,000	0
Terminal Area	3,700,000	3,700,000	0
Ground Side Area	4,300,000	4,300,000	0
Utilities Area	<u>9,400,000</u>	<u>9,400,000</u>	<u>0</u>
Subtotal	\$82,636,500	\$82,652,720	\$16,220
Debt Service Reserve	8,500,000	8,649,868	149,868
Professional Services & Other Issuance Costs	<u>600,000</u>	<u>600,000</u>	<u>0</u>
Total	\$91,736,500	\$91,902,588	\$166,088

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The bond proceeds from the issuance of the Series E Bonds will be used for infrastructure repair and refurbishment projects, including projects to upgrade the safety conditions, at the Airport. The bond proceeds would not be used to finance the expansion of facilities at the Airport.

**Comments:**

1. According to Mr. John Martin of the Airport, the additional \$16,220 for the Airfield Area will supplement the Taxiway Repair and Reconstruction Project (No. 1559 E) as follows:

Original Series E Bond	\$1,900,000
Supplemental Appropriation *	<u>16,220</u>
Subtotal	\$1,916,220
 Additional Funds Needed **	 <u>411,780</u>
Total Estimated Project Cost	\$2,328,000

\* Subject of this legislation

\*\* Subject of a future supplemental appropriation`

2. Mr. Martin also advises that the deposit for the Debt Service Reserve fund must be increased \$149,868 from \$8,500,000 to \$8,649,868 as this reserve fund must equal the highest annual debt service amount during the 30-year life span of the subject bonds. The highest debt service payment occurs during the first year of the bond pay back period.

3. Ms. Angela Gittens of the Airport advises that the award of all Airport contracts will be made by competitive bid and will be made in accordance with the Airport's Minority Business Enterprise/Women Business Enterprise/Local Business Enterprise (MBE/WBE/LBE) plan. According to Ms. Gittens, during the six-month period January 1, 1990 through June 30, 1990, the latest period for which data is available, the Airport has awarded \$7,793,552, or 34 percent of total contract dollars to minority businesses and \$4,686,612 or 21 percent to women businesses. Total contracts awarded for that period amounted to \$22,654,139.

**Recommendation:** Approve the proposed Supplemental Appropriation Ordinance.

Items 10 and 11 - Files 27-90-6 and 27-90-6.1

**Department:** Airport Commission

**Items:** Resolution making a finding that the schedule of rates and charges for common use facilities established by the Airports Commission effective July 1, 1990 will be sufficient to pay for maintenance and operation expenses of the Airport and will not require any tax subsidy (File 27-90-6).

Resolution approving changes to the schedule of rates and charges for common use facilities at San Francisco International Airport as established by the Airports Commission (File 27-90-6.1).

**Description:** The proposed resolutions concern the schedule of landing fees and terminal space rental rates for common use facilities at the San Francisco International Airport. The proposed landing fees and terminal space rental rates to be charged to the airlines have been determined based on a formula that is part of the Lease and Use Agreement between the Airport and the airlines. The Lease and Use Agreement extends these fees and rental rates from July 1, 1990 through June 30, 1991. The formula calls for annual adjustments to existing landing fees and rental rates based on surpluses (shortfalls) accumulated during the previous two fiscal years in the cost centers from which the fees and rates are collected. The Airport's total surplus from previous years, to be used in calculating the 1990-91 fees and rates, amounts to approximately \$8.1 million.

**Landing Fees:** The proposed landing fees are based on the approved maximum landing weights for each revenue producing aircraft landing at the Airport. The fees are comprised of a base fee per 1,000 lbs., and a surcharge added to the base fee. In the current year, this surcharge is negative, representing a credit for one-half of the combined surplus from terminal and ground side areas. The proposed fee schedule for fiscal year 1990-91 and the actual total fees for 1989-90 and 1988-89 are as follows:

Proposed 1990-91 Landing Fees

Base Fee (Per 1,000 lb.)	Surcharge Fee (Per 1,000 lb.)	Total Fee (Per 1,000 lb.)	1989-90	1988-89
			Actual Total Fees (Per 1,000 lb.)	Actual Total Fees (Per 1,000 lb.)
\$0.976	(\$0.305)	\$0.671	\$0.573	\$0.586

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

As shown above, the landing fee (per 1,000 lbs.) would increase \$0.098 from \$0.573 per 1,000 lbs in 1989-90 to \$0.671 in 1990-91, an increase of 17.1 percent.

In addition, the Airport plans to increase the landing fee from \$20 to \$22 for fixed-wing aircraft weighing less than 32,787 lbs (less than 34,904 lbs in 1989-90) that have a landing agreement with the Airport, and to continue a landing fee of \$9.00 for all rotary-wing aircraft (helicopters) weighing less than 13,413 lbs (less than 12,876 lbs in 1989-90) that have a landing agreement with the Airport.

The Airport also plans to increase its surcharge fee schedule for itinerant aircraft effective November 1, 1990. The itinerant surcharge fee is assessed on those air carriers not having a permit or lease to operate at San Francisco International Airport. The Airport plans to increase its \$0.699 rate for 1989-90 to a 1990-91 rate of \$0.861 per thousand lbs of maximum landing weight for each revenue landing by a commercial carrier which does not have a landing agreement with the Airport. This fee schedule would apply to all aircraft which weigh 25,552 lbs or more, and for each landing of general aviation fixed-wing or rotary wing aircraft which does not have a landing agreement with the Airport. These itinerant aircraft, both revenue landing and general aviation, would also be subject to minimum landing fees of \$22.00 for all fixed wing aircraft of less than 24,552 lbs and \$9.00 for helicopters of less than 10,452 lbs.

**Terminal Space Rentals:** The terminal space rental rates at the Airport are comprised of a base rate determined by the relative value of the space. The proposed 1990-91 rates and actual 1989-90 and 1988-89 rates are as follows:

Type Space	1990-91 Proposed Total Rate (per sq. ft.)	1989-90 Actual Total Rate (per sq. ft.)	1988-89 Actual Total Rate (per sq. ft.)
Category I	\$36.75	\$38.96	\$43.60
Category II	27.56	28.15	32.81
Category III	18.38	17.35	22.02
Category IV	9.19	6.54	11.23
Category V	3.68	0.05	4.75
Average Rate per Square Foot	\$22.49	\$22.22	\$22.88

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



As shown in the previous rate table, the average rental rate per square foot would be increased \$0.27 from \$22.22 to \$22.49, an increase of 1.2 percent.

The Space Categories are defined as follows:

- Category I: Ticket Counters and Hold Rooms (waiting areas by gates).
- Category II: Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
- Category III: Administrative and Operations Offices (basement level).
- Category IV: Baggage Handling Areas.
- Category V: Unenclosed or Covered Areas (ramp level).

The Airport will also continue to apply a secondary rental surcharge for those carriers using the Federal Inspection Service Area. The surcharge totals \$62,052, which represents the annual Airport debt service on the shared International Terminal baggage facility and is divided among those airlines using the Federal Inspection Service Area based on the proportion which the number of each airline's passengers using this area bears to the total number of passengers using this area. This secondary surcharge is to be applied through Fiscal Year 2012-13.

**Comments:**

1. According to Mr. John Martin of the Airport Commission, the proposed schedule of fees and rates will be sufficient to cover Fiscal Year 1990-91 Airport costs and a subsidy from the City will not be necessary for 1990-91.
2. Mr. Martin also confirms that the 17.1 percent increase in landing fees and the 1.2 percent average increase in terminal space rental rates are directly attributable to an increased debt service on Airport revenue bonds. Airport revenue bonds increased \$93 million in April of 1990 from \$401 million to \$494 million as previously approved by the Board of Supervisors (Resolution No. 154-90).

3. All proposed landing fees and rental rates would apply retroactively to July 1, 1990 if the proposed resolution (File 27-90-6.1) were adopted, with the exception of minimum landing fees for general aviation aircraft (aircraft other than scheduled airlines or military aircraft) and itinerant surcharge fees. Because of the difficulty in retroactively collecting such landing fees, those fees, which comprise a small portion of total landing fees, would not be retroactively imposed and would remain at the 1989-90 rates for landing fees until November 1, 1990. These fees would then be increased to the proposed 1990-91 landing fee rates.

4. Mr. Martin advises that the Airport expects to collect a total of approximately \$45.1 million in landing fees and terminal rentals in 1990-91, an increase of approximately \$3.2 million, or 7.6 percent, from the \$41.9 million collected in fiscal year 1989-90.

5. Adoption of the proposed landing fees and rental rates will not affect the Airport's expected contribution to the City's General Fund. Based on the existing Lease and Use Agreement, this contribution is set at fifteen percent of all concession revenues collected during the year. According to Mr. Martin, the General Fund contribution from the Airport in 1990-91 is anticipated to be \$13.5 million, or approximately \$1.0 million more than the \$12.5 million contributed to the General Fund in 1989-90.

6. According to Mr. Martin, the 1990-91 Airport budget, as approved by the Board of Supervisors, assumed that the rates and fees identified in the subject legislation would be approved.

**Recommendation:** Approve the proposed resolutions.

Items 12 and 13 - Files 47-90-9 and 101-89-156.1

**Departments:** Parking Authority  
Department of City Planning

**Items:** Resolution adopting a final Negative Declaration, finding and determining that construction of a parking facility, at the corner of Polk and Bush Streets, will have no significant impact on the environment and adopting and incorporating findings of final Negative Declaration (File 47-90-9).

Release of reserve (File 101-89-156.1)

**Amount:** \$4,218,400 (File 101-89-156.1)

**Description:** On June 22, 1990, the Board of Supervisors approved a Supplemental Appropriation Ordinance (File 101-89-156) for the Parking Authority, which totalled \$4,218,400 to fund the proposed construction of a parking facility, located at Polk and Bush Streets. At the same time, the Board of Supervisors placed the entire \$4,218,400 on reserve, pending findings regarding a final environmental evaluation of the proposed parking facility.

The Department of City Planning reports that on May 16, 1985 the Planning Commission adopted and issued a final Negative Declaration, stating that the proposed parking facility, to be constructed at the corner of Polk and Bush Streets, would have no significant effect on the environment.

Initially, the proposed parking facility was to be seven stories (65 feet), with 8,000 sq.ft. of ground floor commercial space and with parking space provided in two basement levels and six above-ground levels. In the interim period since 1985, the plans for this parking facility project have undergone modifications. The project modifications now provide for a six-story parking facility (55 feet), with 5,000 to 6,000 sq. ft. of ground level commercial space and with parking space provided in one basement level and five above-ground levels. The modified parking facility is proposed to provide a total of 132 parking spaces.

Pursuant to Section 31.35 (c) of the San Francisco Administrative Code, when a project has been modified, it must be reevaluated, in terms of environmental impact, by the Department of City Planning. The legislation provides that if the Department determines, on the basis of its re-evaluation, that there would be no substantial change in the environmental impact of the project as a result of any such modifications, then the Department is required to note the

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reasons for this determination, in the project case record. Once the Department has satisfied this requirement, no further environmental evaluation would be required under this legislation.

**Comments:**

1. The Department of City Planning reports that the Department has completed its environmental re-evaluation of the proposed modified parking facility and has determined that construction of this facility would have no significant impact on the environment. The Department advises that the reasons for this determination have been noted, as required, in the project case record.

2. The Parking Authority's projected construction costs, of \$4,218,400, for the proposed parking facility project are detailed as follows:

Construction Costs	\$3,500,000
Construction Contingencies (10%)	350,000
DPW Construction Management Fees	247,500
DPW Materials Testing Lab Fees	22,000
Outside Material Testing Lab Fees	13,000
Art Enrichment (2% of construction costs)	70,000
Human Rights Commission (HRC)	
Review and Monitoring Fees	<u>15,900</u>
Total	\$4,218,400

3. The construction contract is to be competitively bid. The Parking Authority reports that the DPW Construction Management Fees are charges by the Department of Public Works to supply a project manager and inspector during the estimated 1-1/2 years of construction. Additionally, the Department advises that the testing fees budgeted both to the DPW and outside labs are necessarily incurred for testing of construction materials such as concrete and steel rebar. The HRC Review and Monitoring Fees pay for HRC oversight to ensure compliance with the MBE/WBE/LBE standards in the selection of the general and subcontractors. Finally, there is a mandatory up to two percent public art requirement for art enrichment.

**Recommendations:** 1. Approve the proposed resolution (File 47-90-9) adopting a final Negative Declaration, finding and determining that construction of a parking facility at the corner of Polk and Bush Streets, will have no significant impact on the environment and adopting and incorporating findings of final Negative Declaration.

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2. Approve the release of reserve funds in the amount of \$4,218,400 (File 101-89-156.1).

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Item 14 - File 101-90-4

1. The proposed resolution would establish \$831,260,099 as the 1990-91 net appropriation limit for the City and County of San Francisco as required by Article XIII B of the California Constitution.

2. On November 6, 1979, California voters approved Proposition 4, known as the Gann Initiative, which added Article XIII B to the California Constitution. Article XIII B limits the growth of appropriations from proceeds of taxes of the State of California and local governments to the percentage change in population and the lesser of the percentage change in the cost of living or in per capita personal income. The State Government Code requires that each local government establish its appropriation limit (Gann Limit) by resolution each year.

3. To determine the City's net Gann spending limit, the State's Trial Court Funding revenues must be considered. The City is participating in Trial Court Funding in fiscal year 1990-91 and, based on revised estimates as the result of State funding cuts, has estimated the receipt of \$13,700,000 for the full fiscal year. However, in order to participate in the program, the State requires that the City and County decrease its Gann Limit by the net revenue amount it will receive from Trial Court Funding so that the State can increase its Gann limit by that amount.

4. The Controller has computed the 1990-91 Gann Limit as follows:

1989-90 Gross Gann Limit	\$796,643,661
California per Capita Personal Income	4.21%
Population percentage change	1.78%
1990-91 Gross Gann Limit	\$844,960,099 *
Less Trial Court Funding Revenues	<u>13,700,000</u>
1990-91 Net Gann Limit	<u>\$831,260,099</u>

\* 1.0421 times 1.0178 equals 1.060649 times \$796,643,661

5. The Controller's Office monitors revenues affected by the Gann Limit throughout the year. At year end, a final computation is prepared comparing actual proceeds of taxes to the Gann Limit. At that time, two tests must be met. First, all actual proceeds of taxes must be below the Gann Limit; and second, all actual proceeds of taxes collected must be appropriated. If either test is not met, excess revenues collected must be returned to the taxpayers within two years.

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6. The amount appropriated in the City's fiscal year 1990-91 budget that is subject to the Gann Spending Limit is \$660,462,648, which is \$170,797,451 less than the net 1990-91 Gann Limit of \$831,260,099. In accordance with Section 24 of the Annual Appropriation Ordinance, all other 1990-91 tax proceeds are appropriated to the City's General Fund General Reserve (Contributed Revenue Reserve), which is used to fund supplemental appropriations during the current fiscal year and the City's budget for the next fiscal year.

### Comments

1. The Gann Limit was first applied in 1980-81 using the actual 1978-79 appropriations that would have been subject to the limit, had it existed then, as the base year (as called for by Article XIII B of the California Constitution). The 1978-79 base was adjusted for changes in per capita personal income, cost of living and population to obtain the 1980-81 limit. In each successive year, the prior year's limit was used as the base for computation of the new limit.

2. In 1986, the City Attorney issued an opinion that certain voter approved indebtedness for employee benefits (including employer contributions for fringe benefits, such as retirement, health service and social security) could be considered "debt service" costs that are not subject to the Gann Limit. In order to exclude the debt service costs from the 1986-87 appropriations subject to the Gann Limit, the City's Gann Limit itself had to be revised to reflect elimination of debt service costs in the base year. The City's 1990-91 net Gann Limit of \$831,260,099 and its 1990-91 appropriations subject to the Gann Limit of \$660,462,648 excludes the City's fringe benefit costs.

3. The State Court of Appeal (Second District) has held that appropriations made by the County of Santa Barbara to a retirement fund were subject to the Gann Limit. The State Supreme Court declined to review that case. However, in San Francisco, the City Attorney is of the opinion that the Santa Barbara decision was wrongly decided and that the retirement system at issue in the Santa Barbara County case may in fact be significantly different from San Francisco's Retirement System. Accordingly, the City Attorney has advised that continuing to treat mandatory fringe benefits as the City has, by excluding such expenditures in computing the Gann Limit, is consistent with Article XIII B and will preserve the City's opportunity to challenge the Santa Barbara decision in the First District Court should litigation arise over the computation of the City's Gann Limit.

4. Although the City Attorney has advised the Controller's Office to continue to exclude such expenditures in calculating the City's Gann Limit, the City Attorney has also advised the Controller and the Budget Analyst that this case will involve difficult litigation. The City Attorney has therefore advised the Controller to use prudent fiscal practices and to not collect or appropriate revenues based upon the excluded amount until the impact of the Santa Barbara decision on the City of San Francisco has been clarified. The continued treatment of these mandated employee benefits as "debt service" within the meaning of Article XIII B, and their exclusion from the Gann calculations, accounts for

\$71,218,759 of the total \$170,797,451 difference between the City's 1990-91 Gann Limit computation and the 1990-91 appropriations subject to that Gann Limit.

5. It should be noted that last year the Board of Supervisors approved the 1989-90 Gann Limit, which, based on the City Attorney's opinion, excluded the retirement system and other voter approved contractually mandated employee benefits from the calculations. Litigation to challenge the City's determination to exclude these appropriations has been filed by the San Francisco Taxpayer's Association. According to the City Attorney's Office, a motion for summary judgement filed by the Taxpayer's Association has been granted in favor of the Association, and, at the present time, the City is appealing that decision.

6. It should also be noted that, pursuant to Article XIII B, Federal-mandated costs and all Court-mandated costs have been identified by the Controller and excluded from all the computations of the City's \$660,462,648 in appropriations subject to the Gann Limit for fiscal year 1990-91. The Federal-mandated costs and all Court-mandated costs which have been excluded from the calculation of appropriations subject to the Gann Limit total \$62,033,977, as follows:

Police Consent Decree	\$26,898,981
Jail Overcrowding	8,218,760
Federal Medicare Tax	410,923
Federal Resource Conservation Act (Toxics)	4,036,447
Firefighters Consent Decree	9,650,064
Unemployment Insurance	828,226
Back Pay Cases	<u>11,990,576</u>
Total	\$62,033,977

7. State Proposition 111, approved by the voters in June 1990, made several changes to the Article XIII B (3) which are reflected in the City's computations as follows:

- the term of "change in the cost of living" was redefined as the percentage change in the California Per Capita Personal Income (CPCPI) from the preceding year.
- the appropriations limit for fiscal year 1990-91 was recomputed by adjusting the 1986-87 figures using the CPCPI for each subsequent year.
- appropriations for "Qualified capital outlay as defined by the legislature" are excluded from proceeds of taxes. This results in a reduction of \$19,687,730, from appropriations of proceeds of taxes subject to the limit.

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8 In regard to State Proposition 111, the proposed resolution is to be revised by an amendment of the whole to use the percentage change in California per capita personal income from the previous year as the measure of "change in the cost of living" for purposes of computation of the City's Gann limit for fiscal year 1990-91.

9. While the above noted exclusion of mandatory fringe benefits increases the City's exposure to legal challenge of the adoption of its Gann Limit, the City Attorney has advised the Controller and the Budget Analyst that these exclusions are legal and proper.

### Recommendation

Based on the advice of the Controller and the City Attorney's Office, approve the proposed resolution and the proposed amendment of the whole.

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Item 15 - File 68-90-15

**Department:** Mayor's Criminal Justice Council (MCJC)

**Item:** Resolution authorizing the Mayor's Criminal Justice Council to apply for, accept and expend State grant subvention funds, providing individual program budget allocations, designating a Program Coordinator and rescinding Resolution 653-90 (File 68-90-11) previously passed by the Board of Supervisors.

**Amount:** \$825,746

**Source of Funds:** California Youth Authority

**Term of Grant Subventions:** July 1, 1990 through June 30, 1991

**Project:** AB 90 County Justice Systems Subvention Program (CJSSP)

**Description:** In August of 1990, the Mayor's Criminal Justice Council (MCJC) submitted a resolution to apply for, accept and expend State grant subvention funds to the Board of Supervisors which was approved by the Board for \$1,620,242 for FY 1990-91. Ms. Joyce Smith of MCJC reports that the California Youth Authority has now been informed that based on the State's budget cuts, the City will only receive a total grant allocation of \$825,746, which represents a decrease of \$794,496 or 49 percent from the original proposed grant amount of \$1,620,242.

Mr. Jim Buick of MCJC reports that the MCJC's Executive Committee met on August 22, 1990 and approved the revised AB 90 program budgets based on the reduced AB 90 grant allocation of \$825,746.

AB 90 Program funds are used to finance juvenile and adult justice programs to reimburse the City for certain State mandated costs and to fund planning and coordinating activities.

Fiscal Year 1990-91 will be the thirteenth year of funding for this Program. The following table outlines the FY 1989-90 grant allocations and the proposed FY 1990-91 grant allocations:

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	1989-90 <u>Allocation</u>	1990-91 <u>Allocation</u>
<u>Public Agencies</u>		
MCJC	\$352,131	\$170,127
Adult Probation Intensive Services Unit (ISU)	502,458	242,756
Public Defender Casework Preparation Program	<u>95,180</u>	<u>61,313</u>
Subtotal	\$949,769	\$474,196
<u>Private Non-Profit Agencies</u>		
Legal Services for Children	\$109,518	\$17,637
Morrisania West	151,292	127,915
Chinatown Youth Center	141,620	68,422
San Francisco Educational Services	147,408	42,730
Central City Hospitality House	97,796	47,250
Catholic Charities - Clinical Supervisor	-	16,400
Catholic Charities - Mission District	26,953	26,044
Young Community Developers	-	5,152
Matching funds for Juvenile Justice Delinquency Prevention Program	<u>52,439</u>	<u>-</u>
Subtotal	\$727,026	\$351,550
Total	<u>\$1,676,795</u>	<u>\$825,746</u>

A description of the public agencies receiving AB 90 funds and the proposed maximum expenditures for 1990-91 are as follows:

**Mayor's Criminal Justice Council (MCJC) \$170,127**

MCJC is responsible for planning, administration and monitoring of special criminal justice programs. The proposed 1990-91 budget is \$182,004 less than the level of funding in 1989-90. The MTC program budget proposal for 1990-91 is as follows:

Salaries\*

Executive Director	\$ 39,640
Program Manager	36,125
Criminal Justice Spec. II	26,223
Criminal Justice Spec.	19,949
Senior Clerk Typist (2)	<u>28,190</u>
Subtotal	\$150,127

Operating Expenses 20,000

Total \$170,127

\*All salaries are at 61.7% of an FTE.

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**Adult Probation Intensive Services Unit (ISU)**

**\$242,756**

The ISU is designed to stabilize a select target population of felony offenders in their community through supervision and support services provided by the Adult Probation Department. The ISU is responsible for promoting public safety by ensuring compliance with the conditions of probation of individuals who have been placed on probation and assessed as being a high risk to the community and requiring close supervision and surveillance. The ISU is proposing a total 1990-91 budget of \$395,909 which is \$153,153 more than the \$242,756 allocation of the AB 90 Program recommended by the MCJC. MCJC staff report that the \$153,153 difference represents a \$91,207 surplus from the 1989-90 budget that will 1990-91 be carried forward to a \$61,946 General Fund match which is included in the Adult Probation Department's 1990-91 budget. The total budget of \$395,909 for fiscal year 1990-91 is \$187,916 less than the fiscal year 1989-90 budget of \$583,825 which included carryover surplus in the amount of \$81,367 from fiscal year 1988-89 in addition to the grant allocation of \$502,458.

The ISU program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits</u>	<u>FTE</u>	
1 - 8434 Supervising Probation Officer	1.0	\$49,867
1 - 8442 Senior Probation Officers	1.0	45,260
3 - 8440 Probation Officers	3.0	123,353
2 - 1424 Clerk Typists	2.0	47,920
1 - 8106 Legal Process Clerk	1.0	27,247
Mandatory Fringe Benefits	<u>      </u>	<u>79,813</u>
Subtotal Salaries and Benefits	8.0	\$373,460
<u>Operating Expenses</u>		<u>22,449</u>
Program Total		\$395,909
Less General Fund Match		61,946
Less 1989-90 Carryover Funding		<u>91,207</u>
Proposed 1990-91 AB 90 Funding		\$242,756

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**Public Defender Casework Preparation Program      \$61,313**

This Program is designed to provide alternatives to removal from home, incarceration, remand adult court and to reduce the rate of recidivism among juveniles. The Program combines the services of two social workers with representatives of juvenile clients in court in order to develop viable dispositional plans which can be offered to the court as alternatives. The social workers work concurrently with a clinical child psychologist to determine whether a minor can be treated within the juvenile justice system and to evaluate programs and facilities available for placement and treatment of minors. The services provided by the clinical psychologist would be funded from the Public Defender's expert witness fund as an in-kind contribution to the program. The program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits</u>	<u>FTE</u>	
1 - 2940 Social Worker	1.0	\$42,532
Mandatory Fringe Benefits		11,191
Bilingual Pay		<u>676</u>
Subtotal		\$54,399
<u>Operating Expense</u>		<u>6,914</u>
Total		\$61,313

A description of the private non-profit agencies receiving AB 90 funds and the proposed allocations and expenditures for 1990-91 are as follows:

**Legal Services for Children (LSC)      \$ 17,637**

LSC is a status offender project which offers comprehensive legal representation, casework back-up, informal legal advice, counseling and referral to minors with 601 petitions (official status offenders) filed against them in Juvenile Court. Additionally, LSC services handicapped minors and minors who have been identified as pre-status offenders. The proposed two-month program budget for July and August of 1990 is as follows:

		2-Month
<u>Salaries and Benefits</u>	<u>FTE</u>	<u>Budget</u>
Executive Director	0.4	\$ 2,200
Staff Attorney	0.4	1,667
Senior Legal Caseworker	0.4	1,661
Legal Caseworker	0.4	1,613
Administrator	0.4	982
Legal Secretary	0.2	1,540
Legal Secretary	0.2	733
Fringe Benefits	—	<u>2,180</u>
Subtotal	2.4	\$12,576
<u>Supplies &amp; Services</u>		
Audit		\$ 263
Janitorial Services		95
Office Supplies		350
Library		261
Rent		1,387
Postage/Messenger Service		175
Copying		280
Local Travel		167
Telephone/Answering Service		595
Insurance/Memberships		1,167
Equipment Maintenance		117
Staff Development/Training		<u>204</u>
Subtotal		<u>5,061</u>
Program Total		\$ 17,637
<b>Morrisania West, Inc.</b>		<b>\$127,915</b>

Morrisania West, Inc. provides educational and counseling services to status and delinquent offenders. Additionally, the organization offers recreational and cultural activities to its clients. The program budget proposed for 1990-91 is as follows:

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<u>Salaries and Benefits</u>	<u>FTE</u>	
Executive Director	0.45	\$23,188
Accountant	0.06	1,564
Program Director/Counselor	0.75	24,206
Instructor	0.25	7,431
Instructor	0.75	16,107
Secretary	0.75	17,004
Fringe Benefits	<u>0.75</u>	<u>13,657</u>
Subtotal	3.76	\$103,157

<u>Operating Expenses</u>	
Copy Machine Rental	
\$115/month x 12 months	1,380
Typewriter Rental	
\$83/month x 12 months	996
Telephone	2,400
Postage	300
Insurance	3,000
Rent	15,600
Office Supplies	670
Building & Equipment Maintenance	<u>412</u>
Subtotal	\$ 24,758

Total \$127,915

**Chinatown Youth Center \$68,422**

The Chinatown Youth Center is a crisis prevention and education project which provides services for young Asian status offenders and their families. In addition to services being provided at the Center, services will also be provided at various sites frequented by Asian language(s) speaking youths and their families utilizing the following formats: audiovisual presentations, workshops, discussion groups, newspaper articles, television and radio broadcasts, bilingual brochures, in-service training for schools and other agency personnel. The program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits*</u>	
Executive Director	\$ 7,815
Coordinator of Support Services	4,710
Administrative Assistant	4,300
Counseling Coordinator	5,625
Program Assistant	3,092
Legal Casework Social Worker	3,538
Parent Education Coordinator	19,167
Fringe Benefits	<u>8,203</u>
Subtotal	\$56,450

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Operating Expenses

Insurance - Liability, Comprehensive, Malpractice & Bond	\$2,400	
Rent	7,200	
Postage	500	
Office Supplies	267	
Program/Supplies	305	
Seminars/Conferences	300	
Local Travel	<u>1,000</u>	
Subtotal		<u>11,972</u>
Program Total		\$68,422

\* FTE's not provided.

**San Francisco Educational Services** **\$42,730**

San Francisco Educational Service is an educational counseling program which provides services for minors who are experiencing extreme difficulties in school or who have dropped out of school, and who are considered to be or are in danger of becoming status offenders. The services provided include individual tutoring, assistance with school placement, informal personnel counseling and referral, and ongoing contact and coordinating with all concerned persons and agencies. The program budget proposed for 1990-91 is as follows:

Salaries & Benefits\*

Executive Director	2,584	
Program Director	9,947	
Educational Coordinator	4,200	
Comptroller	1,542	
Secretary	1,675	
35 Educational Counselor (3,004 hrs. @ \$13.65/hour)	12,300	
Fringe Benefits	<u>5,964</u>	
Subtotal		\$38,212

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Operating Expenses

Office Expenses	830	
Equipment Maintenance	120	
Communications	490	
Training	375	
Audit	370	
Rent/Utilities	1,895	
Insurance	438	
Subtotal		<u>\$ 4,518</u>
Total		\$42,730

\* FTE's not provided.

**Central City Hospitality House**

**\$47,250**

Hospitality House provides services for youth through its Tenderloin Youth Streetwork Program (TYSP). These services include disseminating literature on TYSP to youth on the streets, to hotels and other areas frequented by young people in an effort to divert them from drug use and prostitution. Young people contacting TYSP are referred to agencies that provide food, housing, clothing, medical care, legal assistance, job training and referral and other support services. The program budget proposed for 1990-91 is as follows:

<u>Salaries and Benefits</u>	<u>FTE</u>	
Program Director	.09	\$ 3,500
Program Coordinator	.09	2,500
Senior Case Manager	1.00	20,070
Case Manager	.08	1,585
Executive Director	.03	1,330
Operations Director	.03	1,200
Administrative Manager	.03	815
Fringe Benefits		<u>4,600</u>
Subtotal	1.35	\$35,600
<u>Services &amp; Supplies</u>		
Telephone		\$ 300
Rent		300
Utilities		300
Janitorial Supplies		250
Insurance		<u>1,500</u>
Subtotal		2,650

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Client Services

Food (\$750/mo. x 12 mos.)	9,000
Total	\$47,250

**Catholic Charities - Mission District** **\$26,044**

Catholic Charities - Mission District provides individual and family crisis counseling for Hispanic status offenders and their families. The agency's objective for this counseling is family reunification. The program budget proposed for 1990-91 is as follows:

<u>Salary and Benefits</u>	<u>FTE</u>	
Counselor	0.91	\$21,225
Benefits		<u>4,819</u>
Total	0.91	<u>\$26,044</u>

**Catholic Charities - Clinical Supervisor** **\$16,400**

The program provides direct counseling services to individuals and families and counseling supervision to counselors at Catholic Charities and Young Community Developers. The proposed budget for 1990-91 is as follows:

		Six-Month
<u>Personnel</u>	<u>FTE</u>	<u>Budget</u>
Clinical Supervisor	.60	\$9,028
Counselor	.44	4,691
Fringe Benefits		<u>2,681</u>
Total	1.04	\$16,400

**Young Community Developers** **\$ 5,152**

Young Community Developers, Inc. provides individual and family counseling to residents in the Bayview Hunters Point area. The proposed two-month budget for 1990-91 is as follows:

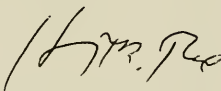
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<u>Personnel</u>	<u>FTE</u>	<u>Two-Month Budget</u>	
Counselor	1.00	\$ 4,166	
Director	.05	149	
Fringe Benefits		<u>584</u>	
Subtotal	1.05		\$ 4,899
<u>Operating Expenses</u>			
Travel		\$ 48	
Utilities		45	
Telephone		45	
Accounting		64	
Office Supplies		41	
Postage		<u>10</u>	
Subtotal			<u>253</u>
Total			\$5,152

- Comments:**
1. Mr. Jim Buick reports that Mr. Newton Lam, of the Mayor's Office has been designated as Program Coordinator of the AB 90 grant program.
  2. The proposed total AB 90 allocation of \$825,746 for FY 1990-91 is \$851,049 or 50.8 percent less than the \$1,676,795 allocation received in FY 1989-90.
  3. The Mayor's Office has prepared a Summary of Grant Request, which is attached.

**Recommendation:** Approve the proposed resolution.

  
Harvey M. Rose

cc: Supervisor Walker      Clerk of the Board  
 Supervisor Maher      Legislative Policy Analysts  
 Supervisor Hallinan      Chief Administrative Officer  
 President Britt      Controller  
 Supervisor Alioto      Carol Wilkins  
 Supervisor Gonzalez      Ted Lakey  
 Supervisor Hongisto  
 Supervisor Hsieh  
 Supervisor Kennedy  
 Supervisor Nelder  
 Supervisor Ward

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Grantor STATE OF CALIFORNIA  
Contact Person MICHAEL CARDIFF/ED NIELSON  
Address 4241 WILLIAMSBURG DRIVE  
SACRAMENTO, CALIFORNIA 95823  
Amount Requested \$ 825,746  
Term: From JULY 1, 1990 To JUNE 30, 1991

Division MAYOR  
Section PUBLIC SAFETY OFFICE  
Contact Person JOYCE O. SMITH  
Telephone (415) 554-6560  
Application Deadline STATE ALLOCATION  
Notification Expected RECEIVED 8/90

Board of Supervisors: Finance Committee

Full Board

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$825,746 from the period of July 1, 1990 to June 30, 1991 to provide crisis intervention; alternative sentencing; planning research services.  
(Check appropriate words)

**II. Summary:** (Check voluntary, need addressed, number + groups served, services and providers) Nine neighborhood-based community agencies provide crisis intervention and long term counseling for status offenders under terms of a citywide plan (per a Board resolution) for this client population; alternative sentencing programs for high risk adult and juvenile offenders; to fund planning, administration, research and monitoring activities at MCJC.

**III. Outcomes/Objectives:**

**IV. Effects of Reduction or Termination of These Funds:** A reduction of these funds (depending on the size of the reduction) could create layoffs. Termination could cause the community based agencies to close down their programs and public departments to layoff staff.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Changeover 2 yrs.	Req. Match	Approved by
Grant Amount	\$1,735,591	\$1,676,795	\$825,746	(-\$851,049)	-0-	
Personnel	922,640	889,044	440,982	(-\$448,062)	-0-	
Equipment	14,000	1,700	1,750	+ 50	-0-	
*Contract Svc.	756,493	727,026	351,550	(-375,476)	-0-	
Mat. & Supp.	38,958	53,025	30,680	(-\$22,345)	-0-	
Facilities/Space						
Travel	3,500	6,000	784	(- 5,216)	-0-	
Indirect Costs						

**VI. Data Processing** \*\$340,255 for Mayor's Office will be put on reserve until budget is finalized

(none included above)

N/A

**VII. Personnel**

F/T CSC			9 FTE	
P/T CSC			6	
Contractual			58 (10 FTE & 48 PT)	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
For CSC employees - Department's Budget

Will grant funded employees be retained after this grant terminates? If so, how?

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source attach Request for Proposals Form)



**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 31, 1990

**TO:** Finance Committee  
**FROM:** Budget Analyst  
**SUBJECT:** Real Property Transfer Tax Rate

Based on inquiries from the Finance Committee and an independent analysis conducted by the Budget Analyst using more recent data, the Budget Analyst provides the following additional information regarding proposed changes to the City's Real Property Transfer Tax.

Based on the City's current projected revenues of approximately \$21 million annually, in order to increase Real Property Transfer Tax revenues by an additional \$15 million annually, the Real Property Transfer Tax should be increased from the current \$2.50 per \$500 of consideration of value to \$3.73 per \$500 of consideration of value. Such an increase of \$1.23 per \$500 of consideration of value, or approximately 49 percent, combined with the deletion of the exemption for the assumed indebtedness, would generate total transfer tax revenue of approximately \$36 million on an annualized basis, or \$15 million more annually than is now estimated to be received by the City.

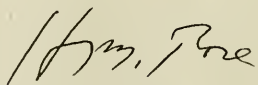
An exemption of the rate increase for all owner-occupied units, whose property value is under \$300,000, was also proposed, although not recommended by the Finance Committee. As of August 1, 1990, the median-priced home was \$290,000 according to the San Francisco Board of Realtors, such that the proposed \$300,000 exemption would closely correspond to the current median-priced home in San Francisco. Under this proposal, owner-occupied homes under \$300,000 would still be subject to the current transfer tax rate of \$2.50 per \$500 of consideration of value but would be exempt from any additional rate increases proposed.

It should be noted that the value of a median priced home will fluctuate. Therefore, in lieu of specifying the value of a median-priced home in the proposed legislation, if the intent of the Board of Supervisors is to exempt all median priced or lower priced homebuyers from the increase in the transfer tax rate, flexibility for changes in the value of a median-priced home should be considered.

If all owner-occupied units under \$300,000 were exempt from the proposed rate increase in the transfer tax, and the current exemption for assumed indebtedness were deleted, and the Board of Supervisors wanted to increase the Real Property Transfer Tax by an additional \$15 million annually, the Budget Analyst projects that the current \$2.50 per \$500 of consideration of value should be increased to \$4.06 per \$500 of consideration of value, an increase of \$1.56 or approximately 62 percent. Based on this proposal, the transfer tax would generate a total of approximately \$36 million on an annualized basis, or \$15 million more annually than is now estimated to be realized by the City.

### Conclusion

To generate \$15 million in additional annual revenue from the Real Property Transfer Tax, the current rate of \$2.50 should be increased to \$3.73 per \$500 of value and the exemption for assumed indebtedness deleted. To generate \$15 million in additional annual revenue from the Real Property Transfer Tax and provide an exemption from any increased transfer tax rate for all owner-occupied units under \$300,000, the current rate of \$2.50 should be increased to \$4.06 per \$500 of value and the exemption for assumed indebtedness should be deleted.

  
Harvey M. Rose

cc: Supervisor Walker  
Supervisor Maher  
Supervisor Hallinan  
President Britt  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hongisto  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Nelder  
Supervisor Ward  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**









